

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Property Management/Owner's Name]  
[Property Management/Owner's Address]  
[City, State, Zip Code]

Dear [Property Management/Owner's Name],

Subject: Documentation of Gnat Infestation

I hope this letter finds you well. I am writing to formally document an ongoing gnat infestation that I have been experiencing in my unit [Your Unit Number/Address] since [Date you first noticed the issue].

Description of the Issue:

- Date first noticed: [Insert Date]
- Specific areas affected: [List specific rooms or areas]
- Observations: [Describe the behavior, number of gnats, and any potential sources, such as standing water or decaying organic matter]

I would appreciate your prompt attention to this matter, as the presence of gnats is causing [mention any issues such as discomfort, health concerns, or related problems].

Please let me know how you plan to address this situation. I look forward to your timely response.

Thank you for your attention to this pressing matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]