

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Reporting Gnat Infestation

I hope this message finds you well. I am writing to formally report a gnat infestation that has been affecting my premises located at [specific location or address].

Details of the Infestation:

- ****Date of First Noticing****: [Insert date]
- ****Description of the Problem****: [Provide a brief description of the infestation, including any specific areas affected and the extent of the problem.]
- ****Actions Taken So Far****: [List any steps you have already taken to address the situation, such as cleaning, using repellents, etc.]

I am concerned about the potential health risks and the comfort of my household. I kindly request your assistance in addressing this issue promptly.

Please let me know how you propose to handle this situation or if any further information is needed. I look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]