

[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],

I hope this letter finds you well. I am writing to report a gnat infestation that I have recently encountered at my property located at [Property Address].

The infestation has been noticeable since [date infestation was first observed], and it appears to have increased in intensity over the past few weeks. [You may include details about where the gnats are most prevalent, such as specific rooms or areas, and any potential sources you suspect, such as standing water or decaying organic matter].

Given the nature of the infestation, I kindly request your assistance in addressing this matter at your earliest convenience. Please let me know how to proceed or which services are available for pest control.

Thank you for your attention to this urgent issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]