

Subject: Notification of Gnat Infestation

Dear [Management/Specific Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding a gnat infestation that has been observed in [specific location/area, e.g., the break room, storage area, etc.].

Details of the Infestation:

- Date of first observation: [insert date]
- Specific areas affected: [list areas]
- Observed conditions: [mention any factors contributing to the infestation, e.g., standing water, food waste, etc.]

Immediate Action Required:

To address this issue and prevent further escalation, I recommend the following actions:

1. Conduct a thorough assessment of the affected areas.
2. Engage pest control services to evaluate and eliminate the infestation.
3. Implement preventive measures to avoid future occurrences.

I appreciate your prompt attention to this matter and am available to discuss further steps at your convenience.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Date]