

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the gnat issue that I reported on [date of initial report]. As discussed, I would like to inquire about any progress or updates regarding the resolution of this matter.

The presence of gnats has been affecting [briefly describe impact, e.g., health, comfort, etc.], and I appreciate your attention to this issue. If there are any steps we can take on our end to assist in resolving this, please let me know.

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

Sincerely,
[Your Name]