

[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],

Subject: Request for Gnat Treatment

I hope this letter finds you well. I am writing to formally request treatment for a gnat infestation that has recently affected my property located at [your address].

The presence of gnats has become increasingly troublesome, impacting the comfort and quality of life in my home. Despite my efforts to address the issue with DIY methods, the situation persists. I believe that professional assistance is necessary to effectively eliminate this problem.

I kindly ask that you schedule an inspection of my property at your earliest convenience. Please let me know your available dates and any preparatory steps I should take prior to the visit.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]