

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address an ongoing issue regarding unpleasant odors in my basement that have become increasingly problematic. Despite my efforts to identify the source, the odor persists, and I believe professional assistance may be necessary for effective removal.

I would appreciate any recommendations you could provide regarding odor removal services or strategies that may help mitigate this issue. Moreover, if there are specific steps I should take to prepare for the intervention, please let me know.

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

Sincerely,
[Your Name]