

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address a concern regarding a persistent mildew odor that has been affecting [specify location: e.g., my home, office, etc.]. Despite my efforts to identify and eliminate the source, the odor remains a significant issue.

To resolve this matter, I kindly request assistance with the following steps:

1. ****Inspection****: A thorough assessment of the affected area(s) to identify potential sources of moisture and mildew.
2. ****Removal****: Recommendations or services for professional mildew removal to effectively eliminate the odor and ensure a healthy environment.
3. ****Prevention****: Suggestions for measures to prevent future occurrences of mildew and dampness.

I appreciate your prompt attention to this matter and look forward to your guidance on the next steps. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Thank you for your assistance.

Sincerely,

[Your Name]