

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance with an urgent matter regarding mold odor removal in [specific location, e.g., my home, my office, etc.].

Recently, I have noticed a persistent and unpleasant mold odor that seems to be emanating from [specific areas, e.g., the basement, bathroom, etc.]. Despite my attempts to address the issue, the odor persists and has become quite concerning for my health and well-being.

I would greatly appreciate if you could provide a thorough inspection and remediation plan to eliminate this mold odor. Additionally, I would like to know about the methods and products you use, and any safeguards that you recommend to prevent future occurrences.

Please let me know your availability for a consultation. I look forward to your prompt response, as resolving this issue is a priority for me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]