

# Letter of Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request immediate action regarding a significant insect infestation that has been affecting [specify location or property]. The infestation has escalated to a point where it poses health risks and damages to the environment and property.

We have observed [describe the type of insects and the extent of the infestation], and despite our attempts to manage the situation, it has worsened. Immediate intervention is necessary to mitigate further damage and ensure safety.

I kindly ask that you send a qualified pest control professional to assess the situation and take appropriate action as soon as possible. Your prompt attention to this matter will be greatly appreciated.

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

Sincerely,

[Your Name]