

Attention: [Recipient's Name]

Date: [Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a pest sighting that has been observed in [specific location].

Details of the sighting:

- **Date of sighting:** [Date]
- **Type of pest:** [Pest type]
- **Location:** [Location]
- **Description:** [Brief description of the sighting]

We recommend that appropriate measures be taken to address this issue promptly to ensure the safety and comfort of all residents/employees.

Thank you for your attention to this matter. Please feel free to contact me at [Your Contact Information] if you require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]