

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

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Mitigation of Pest Damage - [Property Address]

Dear [Recipient Name],

Following the pest inspection conducted on [Date of Inspection] by [Name of Inspection Company], I am writing to formally request the mitigation and repair of the damages identified in the inspection report.

The report confirmed the presence of [Type of Pest, e.g., termites, rodents] and noted the following specific damages that require immediate attention:

- [Description of damage item 1]
- [Description of damage item 2]
- [Description of damage item 3]

As per our [Lease Agreement / Purchase Contract / Warranty], I am requesting that you undertake the necessary repairs and professional pest treatment to prevent further structural deterioration or health risks. I have attached a copy of the inspection report for your reference.

Please provide a written response by [Date] confirming the timeline for when the mitigation work will begin and the contact information for the contractor who will be performing the repairs.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]