

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

[Recipient's Name]
[Recipient's Title/Department]
Gwinnett County [Department Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Complaint]

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue or incident], which occurred on [date of incident] at [location].

[Provide a detailed description of the complaint, including any relevant facts, witnesses, and any prior communications related to the issue.]

I believe this situation needs immediate attention because [explain the impact of the issue on you or the community].

I request that you [specific action you would like to be taken, e.g., investigate the matter, resolve the issue, provide a response]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]