

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

Gwinnett County [Department/Office Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name or Title],

Subject: [Subject of the Letter]

I hope this message finds you well.

[Introduction: Briefly introduce the purpose of your letter. Do not provide excessive detail here.]

[Body: Provide the necessary details, background information, and any relevant specifics related to your request or concern. Be clear and concise.]

[Conclusion: Summarize your request or the response you seek, and express appreciation for their attention to the matter.]

Thank you for your time and assistance.

Sincerely,

[Your Name]