

[Gwinnett County Letterhead]
Gwinnett County
75 Langley Drive
Lawrenceville, GA 30046
Phone: (678) 226-7000
Website: www.gwinnettcounty.com

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Body of the letter]

Sincerely,

[Your Name]

[Your Title]

Gwinnett County

[Your Contact Information]