

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Gwinnett County Department/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere gratitude for [specific reason for thanking the recipient]. Your support and efforts have made a significant impact on [mention any specific outcome or project].

I truly appreciate [mention any specific actions or assistance provided by the recipient]. It has been a pleasure to work with you and the Gwinnett County team.

Thank you once again for your dedication and commitment to [mention relevant goals, community, etc.]. I look forward to continuing our collaboration in the future.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]