

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Department]
Gwinnett County [Department/Office Name]
[Office Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph: State the purpose of your letter briefly.]
[Body paragraphs: Provide details, supporting information, and any
necessary context regarding your request or inquiry.]
[Closing paragraph: Summarize your main points, express appreciation, and
mention any follow-up actions if necessary.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]