

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department Name]
Gwinnett County Government
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a resident of [Your Neighborhood/Community] in Gwinnett County. I am writing to bring to your attention [specific issue/concern].

[Provide a brief description of the issue, why it is important, and any relevant details. You may want to include how it affects the community, potential solutions, or any actions you've already taken.]

I kindly request your assistance in addressing this matter and would appreciate any guidance you can provide on how to proceed. Thank you for your attention to this important issue, and for your continued service to our community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]