

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

[Recipient Name]
[Title/Position]
Gwinnett County [Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., express my concerns, request information, etc.].

[In the next paragraph, provide details about the issue or request, including any relevant information or background as necessary].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]