

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., address a concern, request information, provide feedback about a local issue].

[In this paragraph, provide additional details regarding the reason for your letter. Mention any specific incidents, concerns, or suggestions you may have.]

I appreciate your attention to this matter and look forward to your response. Thank you for your commitment to our community.

Sincerely,

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