

ON LOCAL GOVERNMENT LETTERHEAD

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[Date]

Mr. Jim Dove  
Executive Director  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795

Dear Jim,

I am writing to request the assistance of the Northeast Georgia Regional Commission's Planning & Government Services (PGS) staff with *[Name of Jurisdiction]* effort to *[name project or effort]*.

This project involves *[Describe project task(s) required and other relevant information such as appropriate timeline or deadline]*.

Thank you for your time and attention in this request and we look forward to hearing from you.

Sincerely,

*[Name, Chief Elected Official]*  
*[Title]*