

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient 1's Name]
[Recipient 1's Address]
[City, State, ZIP Code]
[Recipient 2's Name]
[Recipient 2's Address]
[City, State, ZIP Code]
[Recipient 3's Name]
[Recipient 3's Address]
[City, State, ZIP Code]
Dear [Recipient 1's Name], [Recipient 2's Name], and [Recipient 3's
Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Position, if applicable]