

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name 1]  
[Recipient Title 1]  
[Recipient Company 1]  
[Recipient Address 1]  
[City, State, Zip Code 1]  
[Recipient Name 2]  
[Recipient Title 2]  
[Recipient Company 2]  
[Recipient Address 2]  
[City, State, Zip Code 2]  
[Recipient Name 3]  
[Recipient Title 3]  
[Recipient Company 3]  
[Recipient Address 3]  
[City, State, Zip Code 3]  
Dear [Recipient Name 1], [Recipient Name 2], [Recipient Name 3],  
[Opening paragraph: Introduce the purpose of the letter.]  
[Body paragraph 1: Provide details, information, or context relevant to  
all recipients.]  
[Body paragraph 2: Include any additional points or proposals relevant to  
the recipients.]  
[Closing paragraph: Summarize your key points and indicate any actions  
you wish the recipients to take.]  
Thank you for your attention to this matter. I look forward to your  
responses.  
Sincerely,  
[Your Signature (if sending hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]