

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

[Recipient Name]
[Recipient Address 1]
[City, State, Zip Code]
[Recipient Name]
[Recipient Address 2]
[City, State, Zip Code]
[Recipient Name]
[Recipient Address 3]
[City, State, Zip Code]

Dear [Recipient Names],

[Opening Paragraph: State the purpose of your letter and mention any relevant contexts.]

[Body Paragraph: Provide detailed information, addressing any specific points or requests related to each recipient.]

[Closing Paragraph: Summarize any actions you want the recipients to take, and express your gratitude.]

Sincerely,

[Your Name]