

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient 1 Name]
[Recipient 1 Title/Position]
[Recipient 1 Organization]
[Recipient 1 Address]
[City, State, Zip Code]
[Recipient 2 Name]
[Recipient 2 Title/Position]
[Recipient 2 Organization]
[Recipient 2 Address]
[City, State, Zip Code]
[Recipient 3 Name]
[Recipient 3 Title/Position]
[Recipient 3 Organization]
[Recipient 3 Address]
[City, State, Zip Code]
Dear [Recipient 1], [Recipient 2], and [Recipient 3],
[Body of the letter]
Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]