

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name 1]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
[Recipient Name 2]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
[Subject Line: Brief Description of Letter]
Dear [Recipient Name 1] and [Recipient Name 2],
[Opening paragraph: State the purpose of the letter.]
[Body paragraph 1: Provide details relevant to the purpose.]
[Body paragraph 2: Include any additional information or requests.]
[Closing paragraph: Summarize your message and express any final thoughts.]
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Company/Organization Name, if applicable]