

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name 1]
[Recipient Address 1]
[City, State, Zip Code]
[Recipient Name 2]
[Recipient Address 2]
[City, State, Zip Code]
[Recipient Name 3]
[Recipient Address 3]
[City, State, Zip Code]
Dear [Recipient Name 1], [Recipient Name 2], and [Recipient Name 3],
[Opening paragraph: Briefly introduce the purpose of the letter.]
[Body paragraph 1: Detail the main points or information you wish to convey. Mention each recipient as needed.]
[Body paragraph 2: Add any additional information or context.]
[Closing paragraph: Summarize the main points and express your wishes going forward.]
Sincerely,
[Your Name]
[Your Title/Position, if applicable]