

[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],
[Introduction/Opening Statement]
[Main content of the letter]
[Conclusion or Call to Action]
Sincerely,
[Your Name]
[Your Title] (if applicable)
[Your Organization] (if applicable)