

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name 1]
[Recipient Address 1]
[City, State, ZIP Code 1]
[Recipient Name 2]
[Recipient Address 2]
[City, State, ZIP Code 2]
[Recipient Name 3]
[Recipient Address 3]
[City, State, ZIP Code 3]
Dear [Recipient Name 1], [Recipient Name 2], and [Recipient Name 3],
[Opening paragraph: Introduce the purpose of the letter and acknowledge the recipients.]
[Body paragraph: Provide the necessary details, information, or request relevant to all recipients.]
[Closing paragraph: Express appreciation and provide next steps or contact information.]
Sincerely,
[Your Name]
[Your Title or Position, if applicable]