

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter: introduction, main content, conclusion]  
Thank you for your attention to this matter. Please find attached  
[describe attachment briefly].  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
CC: [Name 1, Title, Company]  
CC: [Name 2, Title, Company]