

[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, and conclusion.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
CC: [CC Recipient's Name], [CC Recipient's Title], [CC Recipient's Company]
CC: [CC Recipient's Name], [CC Recipient's Title], [CC Recipient's Company]