

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter - introductory paragraph, main content, and
concluding remarks.]
Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization]
CC: [CC Recipient 1 Name, Title]
CC: [CC Recipient 2 Name, Title]
CC: [CC Recipient 3 Name, Title]