

[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Title]
CC: [CC Recipient 1 Name, Title, Company]
CC: [CC Recipient 2 Name, Title, Company]
CC: [CC Recipient 3 Name, Title, Company]