

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
cc: [Name of Person 1, Position, Company/Organization]  
cc: [Name of Person 2, Position, Company/Organization]  
cc: [Name of Person 3, Position, Company/Organization]