

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter...]  
Sincerely,  
[Your Name]  
cc: [CC Recipient's Name]  
cc: [CC Recipient's Name]