

[Your Name]
[Your Title]
[Your Company/Organization]
[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]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
cc: [Name of Person 1], [Title], [Company/Organization]
cc: [Name of Person 2], [Title], [Company/Organization]