

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Briefly state the purpose of the letter.]
[Body paragraphs: Provide details and any necessary information related
to the purpose of the correspondence.]
[Closing paragraph: Summarize the main points or state any call to
action.]
Sincerely,
[Your Name]
CC: [Name of CC'd Individual 1, Position, Company]
CC: [Name of CC'd Individual 2, Position, Company]