

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter - introduce the purpose of the letter and provide
relevant information.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Title]
Cc: [Name 1, Title, Company]
Cc: [Name 2, Title, Company]
Cc: [Name 3, Title, Company]