How can I write letters in LaTeX?

It is easy to write professional-looking letters using LaTeX. Here's the basic template:

\documentclass{letter}
\signature{James Tetazoo}
\address{3 Ames Street\ Cambridge, MA\ 02139}
\begin{document}
  \begin{letter}{Jack Florey\5 East Street\ New York City, NY\12345}
    \opening{Dear Jack,}
  body of letter here..
  \closing{Sincerely,}
\end{letter}
\end{document}

\address defines what will be printed as your return address; \ is used to separate lines. The address of the recipient is specified in the braces right after \begin{letter}.

If you want to have a "Cc" list at the bottom of your letter, this is easily done. Just put

\cc{person1\ person2\ person3}

after the \closing{}; there can be as many cc'd people as you want.