How can I write letters in LaTeX?

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

```latex
\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.