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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 separare 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.