

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request a carbon copy (CC) of [specific document or correspondence] related to [briefly describe the context or purpose]. This will assist in ensuring that all relevant parties are informed and up-to-date.

Please let me know if you require any further information or if there are any forms or procedures I need to complete for this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]