

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a courtesy copy (CC) of [specific document or report], which I believe is crucial for my [explanation of purpose, such as research, study, etc.]. As a [your position, e.g., graduate student, researcher] in [your department or area of study] at [your institution], I am particularly interested in [briefly explain reason for request]. Receiving a CC of this document would greatly assist me in [describe how it will be beneficial].

I appreciate your time and consideration of my request. If there are any forms or procedures I need to complete to facilitate this, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution]