

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of [specific document or information] that was shared on [date or occasion] concerning [brief reference to context].

Having access to this information would greatly assist us in [explain how it will help your business or project].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]