

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Recipient's Company]
[Recipient's Company 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 information, e.g., "the quarterly report," "the project proposal," etc.] for office use. Having access to this document will facilitate [explain reason, e.g., "better communication among team members," "review and analysis," etc.]. Please let me know if you need any further information from my side to process this request.
Thank you for your assistance.
Best regards,
[Your Name]
[Your Position]