

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for [Specify Document]

I hope this letter finds you well. I am writing to formally request a copy of [specify the document or information you require] for [briefly explain the purpose, if necessary].

[Provide any additional details or context related to your request, including any relevant reference numbers or previous communications.]

I would appreciate it if you could send the document to my address mentioned above or via email at [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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