

[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]

Subject: Request to be CC'd in Upcoming Meetings

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request that I be CC'd in all upcoming meetings regarding [specific topic or project]. I believe my involvement will be beneficial to [explain reason/importance]. Having access to this information will allow me to contribute more effectively and stay aligned with the team's objectives.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]