

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Department]

[Company Name]

Subject: CC Request for Internal Communication

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request your permission to cc [Names of individuals/teams] on our internal communications regarding [specific project or topic]. Including them will ensure that everyone stays informed and aligned on our objectives.

Please let me know if you approve this request or if you have any concerns.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]