

[Your Name]
[Your Job Title]
[Your Company]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Email Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request that you kindly include me in the CC list for [specific project, email thread, or communication] moving forward. I believe that being included will allow me to stay informed and contribute effectively to the discussions. Thank you for considering my request. Please let me know if you need any further information.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]