

Subject: Request for CC in Upcoming Communications

Dear [Recipient's Name],

I hope this message finds you well.

I would like to kindly request that you include [Name/Email Address] in the CC field for any relevant communications regarding [specific project or topic]. Their involvement will ensure that they are kept in the loop and can contribute effectively.

Thank you for your attention to this matter. Please let me know if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]