

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for CC in Reports

I hope this message finds you well.

I am writing to kindly request that you be included as a carbon copy (CC) recipient in the reports generated regarding [specific information or project name]. Your insights and feedback would be invaluable and greatly appreciated as we continue with this initiative.

Please let me know if you require any further information or if there are specific aspects you would like us to focus on in these reports.

Thank you for considering this request.

Best regards,

[Your Name]
[Your Position]
[Your Company]