

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request that you kindly add my email address to the CC list for [specific project, meetings, or correspondence]. This will ensure that I stay informed about all relevant updates and communications.

Thank you for considering my request. I appreciate your attention to this matter.

Best regards,

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