

**\*\*Subject:\*\*** Email CC Etiquette and Format Guide

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**\*\*To:\*\*** [Primary Recipient's Email]

**\*\*CC:\*\*** [CC Recipient's Email]

**\*\*BCC:\*\*** [BCC Recipient's Email] (if necessary)

**\*\*Dear** [Primary Recipient's Name], **\*\***

[Opening line - Brief greeting or acknowledgment]

[Body of the email - Main message/subject matter goes here. Keep it concise and to the point.]

[Closing line - Thank them or provide any final thoughts]

**\*\*Best regards,\*\***

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]

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**\*\*Tips for CC Usage:\*\***

1. **\*\*Relevance:\*\*** Only CC individuals who need to be informed about the email's content.

2. **\*\*Limit Recipients:\*\*** Avoid overloading the CC field; be selective to maintain clarity.

3. **\*\*Clarify Importance:\*\*** If the CC person needs to take action, mention it explicitly in the email.

4. **\*\*Confidentiality:\*\*** Ensure that recipients are aware of any sensitive information being shared.

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**\*\*Example:\*\***

**\*\*To:\*\*** john.doe@example.com

**\*\*CC:\*\*** jane.smith@example.com

**\*\*Dear John,\*\***

I hope this message finds you well. I wanted to follow up on our discussion regarding the project timeline.

Please find attached the updated schedule. Jane is CCed for her insights on the proposed changes.

Thank you for your attention, and I look forward to your feedback.

**\*\*Best regards,\*\***

Sarah Connor

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