```
Subject: [Subject Line]
Hi [Recipient's Name],
I hope this message finds you well.
[Main content of the email.]
Best regards,
[Your Name]
[Your Position]
[Your Position]
[Your Company]
[Your Phone Number]
CC: [CC Recipient's Name] <[CC Recipient's Email]>
CC: [CC Recipient's Name] <[CC Recipient's Email]>
```