Week Two Unit Two Individual Project e-Mail Template

Instructions:

1. Write your *CTU e-mail address* after the *From:* heading.

2. The *Cc:* and *Bc:* stand for Carbon Copy and Blind Copy and are optional

3. Write the Committee Group Name (if more than four people) or the Committee members’ e-mail addresses (if fewer than five people) after the *To:* heading (you may use fictitious addresses here).

4. Write your assignment information in the Message box by following the directions provide in the assignment description for Unit 2 Individual Project.

5. Write your Signature Block in the bottom left corner.

6. Leave the title at the top of this Template but remove all instructions and the brackets then save the assignment with your Last Name, First Name, and Week Two Individual Project.

7. Submit your file to the submitted assignments area

Graphic

[Date]

[Greeting:]

[Paragraph #1—Purpose of the Meeting]

[Paragraph #2—Preparation for the Meeting]

[Paragraph #3—Closing Details]

[Closing Comment,]

Your Name, Position

[Signature Block]

[Your Name Here]  *[Your Company Name Here]*Phone:e-Mail:

Subject: Decribe Your Meeting

Bc:

To: Your Company Group Here

From: Your CTU e-Mail Address Here

Cc: 