

To: abc@gmail.com

CC: Security@xyz.com

subject : urgent update on quarterly analysis

Greetings

I hope this emails finds you well, I was checking in to let you know that our deadline is nearing soon and I really need the quarterly analysis tomorrow, let me know your availability for lunch, hopefully we can make it around that time.

regards

XYZ

To: abc@gmail.com

CC: Accounts@xyz.com , admin@xyz.com,

BCC: