**IEEE 802**

**Local and Metropolitan Area Network Standards Committee**

**Date [ DATE ]**

**DCN IEEE EC-17-00XX-0X-00EC**

**Source IEEE 802 LMSC[[1]](#footnote-1)**

|  |  |  |
| --- | --- | --- |
| **To** | Name | Position, organizationemail@address.something |
|  | Name | Position, organizationemail@address.something |
|  |  |  |
| **CC** | John D’Ambrosia | IEEE 802 LMSC Recording Secretaryjdambrosia@ieee.org  |
|  | Name | Position, organizationemail@address.something |
|  | Name | Position, organizationemail@address.something |
|  | Konstantinos Karachalios | Secretary, IEEE-SA Standards BoardSecretary, IEEE-SA Board of Governorssasecretary@ieee.org |
|  |  |  |
| **From** | Paul Nikolich | Chairman, IEEE 802 LMSCIEEE Fellow p.nikolich@ieee.org  |
| **Subject** | Liaison [letter to ..]/[reply to ..] |
| **Approval** | Agreed to at IEEE 802 [plenary | interim] meeting, [where], [date] |

Dear [Name],

[Content]

Sincerely,

Paul Nikolich

Chair, IEEE 802 LMSC

1. This document solely represents the views of the IEEE 802 LMSC,and does not necessarily represent a position of the IEEE or the IEEE Standards Association. [↑](#footnote-ref-1)