

(updated -August 4, 1999)

DATE : DDMMYYYY

FROM: LNPA Working Group

TO: XXXX

SUBJECT: Refer Issue (insert LNPA tracking #), as documented in the attachment to this memo

The issue described in the attached document was introduced at the DDMMY LNPAWG meeting for discussion and action, by (insert name of individual and affiliation).

The consensus of the participants at the LNPA WG meeting, following a review of the documentation, was that, this issue would more effectively be addressed by the XXXX, for the following reason (s) : (insert 1 or two sentence summary).

As chair/co chair of XXXX would you please take appropriate action to raise this issue to your membership. (Name of sponsor) can be reached at ZZZZZZZ and is available to attend/participate via conference call in the discussion of this item by XXXX.

The LNPA WG are required, by NANC, to log and track all LNP issues, which are brought to this group, through to completion. For this reason, we would appreciate feedback from you on this issues' status by DDMMYYYY.

Sincerely,

Name and contact info of chair(s)