DATE: DD/MM/YYYY

FROM: NPIF (Number Portability Industry Forum)

TO: XXXX

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

The issue described in the attached document *(attach PIM)* was introduced at the DD/MM/YYY NPIF meeting for discussion and action, by *(insert name of individual and affiliation)*.

The consensus of the participants at the NPIF 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(s) of XXXX would you please take appropriate action to raise this issue to your membership. *(Name of sponsor)* can be reached at xxx-xxx-xxxx and is available to attend/participate via conference call in the discussion of this item by XXXX.

The NPIF is required, to log and track all Number Portability issues, which are brought to this group, through to completion. For this reason, we would appreciate feedback from you on this issues’ status by DD/MM/YYYY.

Sincerely,

Name and contact info of chair(s)