

Recirculation Letter

(date)

Dear Colleague:

The purpose of this letter is to

- 1- Inform you of the results of the ballot on IEEE Pnnn, (name of standard/recommended practice/guide)
- 2- Submit to you the changes made to IEEE Pnnn
- 3- Provide you with a copy of the changes requested by the negative balloters but not accepted, together with the reasons for non-acceptance
- 4- Provide you with a list of the names of the balloters whose votes have been changed from "no" to "yes" based on resolution of their objections
- 5- Provide you with a list of the non respondents
- 6- Provide you an opportunity to change your ballot based on the above

The results from the balloting group were as follows:

Members: (number)
Returns: (number), (number)% of members
Approve: (number), (number)% of eligible voters
Disapprove: (number), (number)% of eligible voters
Abstain: (number)

The revised draft of IEEE Pnnn is provided as Attachment 1. The detailed list of changes is provided as Attachment 2. Should there be any apparent conflicts between Attachment 1 and 2, Attachment 1 (the revised draft standard) will govern.

Anyone in the balloting group desiring to change his or her ballot based on these items, please vote and return the ballot.

Do not return your ballot unless you want to change last vote. Your last vote will be carried forward.

Should you have any questions, please contact me at your earliest convenience.

Sincerely,

Gary R.
W G Chair, (Committee/ or Society/ or SCC)

Phone #; E-mail address

Attachments: 1- Revised draft standard; 2- List of changes to the draft standard
3- Attachments to resolve negatives

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April 14,2004