**IEEE 802**

**Local and Metropolitan Area Network Standards Committee**

**Date [ DATE ]**

**DCN IEEE 802-EC-17-00XX-0X-00EC** {How about a new 00ES file code for external statements, in and out?}

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

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| --- | --- | --- |
| **To** | Name | Position, organizationemail@address.something |
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| **CC** | John D’Ambrosia | IEEE 802 LMSC Recording Secretaryjdambrosia@ieee.org  |
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|  |  |  |
| **From** | Paul Nikolich | Chairman, IEEE 802 LMSCIEEE Fellow p.nikolich@ieee.org  |
| **Subject** | Statement to [] |
| **[Re]** | [reference to prior statement received, numbered per external org] |
| **Approval** | Approved by IEEE 802, [date] |

Dear [Name],

[Content]

Sincerely,

Paul Nikolich

Chair, IEEE 802 LMSC

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