|  |  |  |
| --- | --- | --- |
| Group | | Doc. Group(2X)XXX |
| Group (meeting number) | | |
| Place, Date | | |
|  | | |
| Date issued: | [enter date] | |
| Subject: | [enter subject] | |
| **To:** | Mr./Ms. [Recipient name], [GROUP] Chairman  E-mail: ([Recipient email]) | |
| **Cc:** | Mr./Ms. [CC Recipient name], [GROUP] Chairman  E-mail: ([CC Recipient email]) | |

Dear [Recipient name]

Best regards,

[Chairman name]

[Group name] Chairman

E-mail: [Chairman email]

[Attachments]