|  |  |
| --- | --- |
| 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]