

## 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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