3GPP TSG <TSG> WG <WG> Meeting <meeting\_identity> TDoc <TDocNumber>

<Town>, <Country>, <start\_date> - <end\_date>

**Title: LS on <title>**

**Response to: LS <original\_LS-out\_doc\_nbr> on <title> from <LS-out\_group>**

**Release: <release\_identity(s)>**

**Work Item: <work\_item\_name> (<work-item\_code>)**

**Source:** **<current\_meeting\_identity>**

**To:** **<****destination\_group(s)\_to>**

**Cc: <destination\_group(s)\_cc>**

**Contact person: <name\_of\_tdoc\_requestor>**

**<email\_of\_tdoc\_requestor>**

**<phone\_of\_tdoc\_requestor>**

**Send any reply LS to: 3GPP Liaisons Coordinator,** [**mailto:3GPPLiaison@etsi.org**](mailto:3GPPLiaison@etsi.org)

**Attachments:** DocNumber(s) [Description e.g.. Draft TS 29.414 v0.1.0].   
**!! WARNING !!** Do not insert the file directly as an object in this Word document.

# 1 Overall description

Guidance – Include the document reference if this responds to an incoming LS.

Guidance – Inform clearly what is the oldest release for which this LS needs to be considered by the destination group(s)

Guidance – Inform clearly if the LS is only for information or ACTION [see 2. below]

# 2 Actions

**To <destination\_group(s)\_to>**

**ACTION:** [Your Group] asks [RANx, SAx, CTx] to …

Guidance – Provide clear information on what the destination group(s) must do, and by when

# 3 Dates of next TSG <TSG> WG <WG> meetings

<meeting\_identity> <start\_date> - <end\_date> <town>, <country>

<meeting\_identity> <start\_date> - <end\_date> <town>, <country>