

Wayne Kubick

HL7 CTO

Health Level Seven International

3300 Washtenaw Avenue, Suite 227

Ann Arbor, MI 48104

<Insert date>

Dear HL7 Member,

The <insert Work Group Name>Work Group has asked me to forward you a set of recommended corrections and modifications to the currently published **"<insert formal publication name in bold font**>”. The referenced document can be found on the <insert path to find the standard as shown in example below \*or\* or insert URL shortcut to document.>

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| Example of path:  HL7 Web site under the Standards Tab > All HL7 Standards > V2 Messages.>  Example of URL shortcut:  <http://www.hl7.org/implement/standards/product_brief.cfm?product_id=94> |

<Insert paragraph explaining the Work Group plans for the next ballot/publication which will incorporate the errata. See example below.>

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| Example:  A future balloted and published version of this Implementation Guide will contain these recommended changes. However, the Work Group felt that the activity in the US supporting the adoption of Meaningful Use Rules and a push for increased interoperability among providers and public health agencies warranted that this letter be sent out to insure that all who use this Implementation Guide have the most current information. |

<Insert a list of the errata changes either in the body of the letter, or in a separate file. If a separate file is used, include the file name in the listing below.>

<Insert any special instructions. See examples below.>

|  |  |
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| Please be sure to also review the Technical Guidance and Clarification notes on the last page of this document in addition to the tables of referenced chapter and section changes.  The errata package contains multiple files | |
| File A | <Explain purpose> Example: This file contains a listing of the errata changes. |
| File B | <explain purpose> |

Sincerely,

HL7 CTO