# Management Meeting: Cover Letter

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| **Subject:** |  |
| **Sensitive:** | YES / NO |
| **Date:** |  |
| **From:** |  |
| **Proposal:** |  |
| **Reason(s) for the proposal:** |  |
| **Resource implications:** |  |
| **Risk implications:** |  |
| **Previous proceedings:** |  |
| **Further action required:** |  |
| **Time aspect:** |  |
| **Annex(es):** |  |