

"BEFORE" TECH FORUM EXAMPLE

Bonneville Power Administration, Transmission Services

Full BP Name, Version X

Requested Action: Review and Comment

Subject Description:

Version [X] of the [Full BP Name] business practice is out for comment through [**Bold DATE**]. This proposed business practice, classified as Category [X], has been updated to [change description here]. The proposed effective date for this business practice is [DATE].

A redline version is available on the Business Practice [Comments and Responses page](#). BPA will host a conference call to discuss the changes on [**Bold DATE**], from [XX:00 – XX:00].

For the most up-to-date calendar of events, please visit the [BPA Event Calendar](#).

Customer Conference Call

When: [Date]

Time: [XX:00 x.m. – XX:00 x.m.]

Phone Bridge: [+1-xxx-555-xxxx]

WebEx: [[WebEx link](#)]

Meeting Number: [(access code): 123 123 123] **Meeting Password:** [XXXXXXXXX]

To submit comments and questions or unsubscribe, email to techforum@bpa.gov. Click [here](#) to subscribe.

Please include the business practice title and version in the email subject line.

"AFTER" CUSTOMER COMMENT TECH FORUM EXAMPLE

Bonneville Power Administration, Transmission Services

Version [X] of the [Full BP Name] business practice is now out for comment.

Requested Action: Review and Comment – Category [A,B,C]

Subject Description:

[Customer name / Interested entity name / The Bonneville Power Administration] is proposing this [business practice revision / new business practice].

Comment Period Deadline: [**bold-DATE**]

Link to Proposed Business Practice: A [clean and redline] version is available on the Business Practice [Comments and Responses page](#)

Reason for Change:

Change Description:

Potential Impacts and Benefit of Suggested Change, to the extent known:

List of affected business practice sections and subsections:

Proposed Business Practice Effective Date: [DATE]

Proposed Business Practice Stakeholder Meeting/Conference call information:

When: [Date]

Time: [XX:00 x.m. – XX:00 x.m.]

Phone Bridge: [+1-xxx-555-xxxx]

WebEx: [WebEx link]

Meeting Number: [(access code): 123 123 123] **Meeting Password:** [XXXXXXXXXX]

Contact Information: Submit comments via email to techforum@bpa.gov. Please include the business practice title and version in the email subject line. [Customer name / interested entity name contact information is located [here](#).]

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