*[insert date of letter]*

Mr/Ms/Mrs

*[insert name Proponent / Professional Entity]*

*[insert postal address]*

*[insert email address]*

Dear *[insert name]*

**Preliminary Consultation Response on the *[insert name of Code Amendment] Proposal to Initiate***

I acknowledge receipt of your correspondence dated DD MM YYYY seeking preliminary advice on the Proposal to Initiate *[insert name of Code Amendment]* (the Code Amendment).

Following a review of the Proposal to Initiate, the following feedback is provided:

* *[insert].*

Please be advised that the advice does not represent a formal position and *[insert name of Council or JPB]* reserves the right to provide formal feedback during consultation.

Should the Minister agree to initiate the Code Amendment it is recommended that the following matters are investigated:

* *[insert].*

Should the Minister agree to initiate the Code Amendment it is recommended that the following stakeholders are consulted:

* *[insert].*

Should you have any queries regarding this matter please contact *[insert name, position and number].*

Yours faithfully

*[insert name and position]*