1 Receive & Acknowledge

Sender sends correspondence
Recipient (ICANN organization or Board) receives correspondence
Acknowledges and logs correspondence

Legend
ICANN organization
ICANN Board
Sender
Some examples of correspondence that are not published include letters where the ICANN addressee is just a cc, and where the letter was provided to ICANN with an expectation of confidentiality. Other Defined Conditions for Nondisclosure under the DIDP would also be considered in making a decision to not publish.

A response may not be appropriate in certain instances, such as when an incoming letter is a response to a letter from ICANN.
**ICANN Correspondence Process**

**4 Respond**
Targeted timeframe: 30 days

- **ORGANIZATION**
  - Prepare response

- **Response**

- **BOARD**
  - If necessary, reviews and signs response

- **ORGANIZATION**
  - For correspondence directed to organization, Board review and signing is not necessary

- **ORGANIZATION**
  - Send final response and publish

- **SENDER**
  - Receives final response

**5 Close**