

Director,
National Archives,
Bishop Street,
Dublin D08 DF85.

Dear Director,

I wish to advise you that I am appointing the following named person as Requisitioning Officer(s) in my Department for the purpose of discharging functions relating to the recall of records for use by **(Name of Department)** under section 8(9) of the National Archives Act, 1986: **(Name of Person and Grade)**.

Yours sincerely,

Secretary General