

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

DATE

Dear Director,

I wish to advise you that I have appointed [name of person] as the officer discharging relevant functions under sections 7(4), 8(2), 8(4), 8(6) and 10(5) of the National Archives in respect of the records of [name of body as listed in the National Archives Act, 1986].

Yours sincerely,

Secretary General