

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

DATE

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