

DRAFT Example document

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Mr. Smith
IAEA Coordinator
Nuclear Plant
P.O. Box 11111-A
Someplace 00000

SUBJECT: IAEA INSPECTION UPDATE

Dear Mr. Smith:

This is to provide you written notification that four International Atomic Energy Agency (IAEA) employees are authorized to participate in the IAEA inspection currently scheduled for September 3-7, 2007, at the Nuclear Plant Down Blending areas.

Additional information on the four IAEA employees is as follows as well as the expected days that they will be at your facility:

<u>Sept. 3-7</u>	<u>Sept. 3-7</u>	<u>Sept. 3-7</u>	<u>Sept. 3-7</u>
Rastislav Jones	Chus Kono	La Jedraza	Maha Barrios
Born in Slovak Republic	Born in Greece	Born in Mexico	Born in Mexico
Citizen of Ukraine	Citizen of Greece	Citizen of Jamaica	Citizen of Mexico
May 1, 1950	June 2, 1940	March 20, 1960	May 1, 1953

If you need any further assistance or clarification, please contact Brian Horn (301) 492-3122.

Sincerely,

Jane E. Marshall, Chief
Material Control &
Accounting Branch
Division of Fuel Cycle Safety
and Safeguards, NMSS

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