

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