



10 DOWNING STREET
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Date: 28.8.01

To: PAUL GRIFFITHS

From: Mike Williams

Dept: DH

No.10 Direct Communications Unit

Cc: —

GTN 3580 Ext. **GRO-C**

REMEMBER IF YOU ARE RESPONSIBLE FOR A REPLY TO CO-ORDINATE WITH OTHER DEPARTMENTS.

Please deal with the enclosed correspondence as:-

- ☐ PM reply
- ☐ No. 10 PS reply
- ☐ Dept. SoS reply
- ☒ Dept. Minister reply
- ☐ Dept. PS reply
- ☐ Suitable reply

PLEASE ENSURE YOU CHECK THE BACKGROUND, IS IT APPROPRIATE FOR THE PM, ONE OF HIS PSs OR EVEN YOUR OWN MINISTER TO REPLY?

- ☐ Return draft by email to xgsicorres@no10.gsi.net or by disc, before
- ☒ We do not need to see reply

Special instructions:

- ☐ Advice
- ☐ Message
- ☐ Note date

Thank you

GRO-C

JAN TAYLOR