

A letter, email, or formal correspondence may be sent to the Nuclear Energy Commission or National Atomic Energy authority informing of the nomination of an NEA DB LO.

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**Sample Letter Informing Nuclear Energy Commission or National Atomic Energy Authority of NEA DB LO Nomination for Member State Entity (FOR USE ONLY BY MEMBER STATE ENTITIES/INSTITUTES)**

*[Insert formal name of entity/institute]*

*[Insert full address of entity/institute]*

To whom it may concern:

**Nomination of NEA Data Bank Liaison Officer (NEA DB LO)**

Greetings.

Following the reinstatement of services relating to the distribution of NEA codes to International Atomic Energy Agency (IAEA) Member States and pursuant to instructions for the nomination of an NEA DB LO, we wish to inform the *[formal name of country's nuclear energy commission or national atomic energy authority]* of our intent to participate.

To this effect, the *[formal name of entity]* wishes to nominate the following individual to serve as NEA DB LO.

- Full name of individual:**
- Official Email:**
- Official Telephone:**
- Official Mailing Address:**

Upon approval of this request, please kindly forward this Notice of Nomination to the Permanent Mission of *[country's name]* to the IAEA in Vienna Austria.

Sincerely,

\_\_\_\_\_  
Signature of nominee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of nominee's supervisor

\_\_\_\_\_  
Date

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