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Freedom of Information Unit,
Department of Education and Skills,
Marlborough Street,
Dublin 1

August 17, 2016

Dear sir/madam,

Under section 12 of the Freedom of Information Act 2014, I would like to seek access to the following records which I believe are held by the Department of Education and Skills

:: Copies of any departmental briefing material, presentations or reports prepared for the Minister for Education concerning the UK's EU referendum between January 1, 2016 and August 17, 2016.

:: Copies of any correspondence between the Minister, Secretary General and Assistant Secretaries General concerning the UK EU referendum, over the same period.

My preferred form of access to these records is scanned copies which can be forwarded via attachment to [REDACTED]

I am happy to discuss any aspect of the above in order to clarify anything or make the process as efficient as possible. I can be reached at [REDACTED]

Yours faithfully,

[REDACTED]