



10 DOWNING STREET
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From the Private Secretary

23 March 1987

Dear Joan

The Prime Minister will be away in Moscow from early on Saturday 28 March until late on Wednesday 1 April. We do not have any arrangements for getting boxes to her there, and do not propose to send anything out unless there is an urgent operational requirement.

I should therefore be grateful if you, and all those to whom I am copying this letter, could note that papers requiring the Prime Minister's attention before 2 April should be with us no later than close of play on Thursday, 26 March, and preferably even earlier this week to enable us to spread the load a little.

I am copying this letter to the Private Secretaries to all members of the Cabinet, Ministers in Charge of Departments and to Trevor Woolley (Cabinet Office).

Lars

Andy

P. A. BEARPARK

Miss Joan MacNaughton,
Lord President's Office.

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