Attachment 11

{Bureau Letterhead}

**DEMAND LETTER TO TRESPASSER**

{*Date.*}

{*Name and address of possible trespasser.*}

To: {*Possible Trespasser’s name*}

You owe a debt of {*amount*} to the United States. The Bureau of Indian Affairs (BIA) is responsible for overseeing and managing Indian forest resources identified in 25 CFR Part 163.29. This letter constitutes a demand for payment in the amount of *{amount}* for your involvement in a trespass of forest products on Indian lands.The demand is payable by {*insert date - thirty days from the date of this letter*}.

The BIA conducted a trespass investigation establishing that {*you or your company*} or persons for whose actions {*you or your company*} {*is or are*} responsible cut or removed timber on Indian lands administered by the United States located within {*reservation name*}.

The BIA’s investigation showed that on {*date*} {*you or your company*} unlawfully removed timber from Indian lands by {*explain in some detail the specifics of the trespass*}. On {*date*}, the BIA sent you a Notice of Trespass. We {*have or have not; if the former, follow with some description of these communications*} communicated with you in response to the Notice of Trespass.

The National Indian Forest Resources Management Act and its regulations provide for the collection of damages when a timber trespass occurs (25 C.F.R. §163.29(a)(3). These charges are detailed on the attached worksheet. Be aware that the payment amount could increase due to interest charges if payment is not timely. Please send *{appropriate payment method}* made payable to the Bureau of Indian Affairs and mail it to the BIA’s {*name Agency Office*} at the address at {*insert Lockbox address*} or contact *{Contact person and information}* by {*insert date – fifteen days from the date of this letter*}.

In accordance with the regulations in 25 CFR Part 2, this decision may be appealed to: {*Regional Director, Mailing Address*}. Your Notice of Appeal must be filed in this office within 30 days of the date you receive this decision. The date of filing your Notice of Appeal is the date it is postmarked or the date it is personally delivered to this office. Your Notice of Appeal must include your name, address, and telephone number. It should clearly identify the decision being appealed. If possible, attach a copy of the decision (this Demand Letter). The Notice and the envelope in which it is mailed should be clearly labeled “Notice of Appeal.” Your Notice of Appeal must list the names and addresses of the interested parties known to you and certify that you have sent them copies of the Notice.

If your appeal is not filed within the time stated above this decision will become final for the Department of the Interior at the expiration of the appeal period. No extension of time may be granted for filing a Notice of Appeal.

The disposition or removal of Indian forest products in trespass may result in civil and/or criminal action by the United States. If you fail to take advantage of the options mentioned above in this letter, the BIA is prepared to pursue any legal remedy available to recover damages resulting from your trespass.

Thank you,

Line Officer

Enclosure: {Enclose Forest Product Appraisal, Costs & Damages Worksheet (Attachment 6}