[If the letter will be individually addressed--]

[FIRST NAME] [LAST NAME]

[TITLE]

[TRIBE]

[STREET ADDRESS]

[CITY], [STATE] [ZIP]

Dear [TITLE] [LAST NAME]:

[Alternatively, if the letter will not be individually addressed--]

Dear Tribal Leader:

[Body of letter--]

[Clearly state the subject and purpose of the letter up front. Provide any background information necessary to understand the context for the subject and purpose.]

[If the letter is inviting the Tribal leader to listening or consultation sessions, clearly state the type of session and set out the relevant schedule in a table, such as the following, or in some other manner that is easily readable.]

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Day], [Month] [Date] | [Time and Time Zone] | [Venue address and room number if available] |
| [Day], [Month] [Date] | [Time and Time Zone] | [Venue address and room number if available] |
| [Day], [Month] [Date] | [Time and Time Zone] | [Venue address and room number if available] |

[Provide any additional information that’s appropriate. At a minimum, include text such as the following that sets out how the Tribe may provide written input and who the Tribe may contact for additional information.]

If you have any written input you would like to provide, please send to [insert email address] by [insert comment deadline] to ensure timely consideration.

If you have any questions, please contact [insert Indian Affairs contact name, phone number, and email address].

Sincerely,

[Name of Political or Senior Career Official Leading Session]

[Title of Political or Senior Career Official Leading Session]