

**SAMPLE NOMINATION LETTER FOR TAC –
Individual Appointed by Elected Tribal Leader**

[USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

Violet Woo
CIIHE TAC Designated Federal Official
Office of Minority Health
U.S. Department of Health and Human Services
1101 Wootton Parkway
The Tower Building, Suite 100
Rockville, MD 20852

SENT VIA EMAIL TO Violet.Woo@hhs.gov

Dear Ms. Woo:

This letter is to nominate [NOMINEE NAME] to serve on the Center for Indigenous Innovation and Health Equity Tribal Advisory Committee (CIIHE TAC), which is coordinated by the U.S. Department of Health and Human Services Office of Minority Health.

While [NOMINEE NAME] is not an elected tribal official, I hereby affirm [his/her] status as an appointed official of the [TRIBE NAME]. [NOMINEE NAME]'s tenure of service on the CIIHE TAC will be linked to my own elected term of office for the [TRIBE NAME], as noted below.

As a [choose DELEGATE] on the CIIHE TAC, [NOMINEE NAME] will be acting in [his/her] official capacity as an appointed official of the [TRIBE NAME]. [He/She] has the authority to act on behalf of the tribe and is qualified to represent the views of the American Indian/Alaska Native tribes in the area from which [he/she] is nominated. [NOMINEE NAME] has the following expertise that is relevant to the CIIHE TAC: [Describe relevant expertise].

The contact information for [NOMINEE NAME] is:

NAME
OFFICIAL TITLE
TRIBE
MAILING ADDRESS
EMAIL ADDRESS
PHONE NUMBER
ELECTED TRIBAL LEADER'S TERM OF OFFICE: beginning on [MONTH DAY, YEAR] and ending on [MONTH DAY, YEAR].

Please contact [TRIBAL GOVERNMENT CONTACT NAME] at [PHONE NUMBER] with any questions.

Sincerely,

[SIGNATURE OF ELECTED TRIBAL OFFICIAL PROVIDING NOMINATION]

[NAME OF ELECTED TRIBAL OFFICIAL PROVIDING NOMINATION]

[OFFICIAL TITLE]

[TRIBE]