

# SAMPLE LETTER FOR HRAC NOMINEE

## NOMINATION OF AN ELECTED TRIBAL OFFICIAL.

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*Use this sample letter when nominating a tribal official who holds an elected tribal position.*

### [USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

American Indian/Alaska Native Health Policy Lead  
Office of Minority Health  
U.S. Department of Health and Human Services  
1101 Wootton Parkway, Suite 600  
Rockville, MD 20852

Dear OMH:

This letter is to nominate [NOMINEE NAME] to serve as a [DELEGATE/ALTERNATE] on the American Indian/Alaska Native Health Research Advisory Council (HRAC), which is coordinated by the Office of Minority Health. I hereby affirm [his/her] status as an elected tribal official of the [TRIBE NAME]. [NOMINEE NAME] was elected to the official position of [TITLE], with a term of office beginning on [MONTH DAY, YEAR] and ending on [MONTH DAY, YEAR].

As a [DELEGATE/ALTERNATE] on the HRAC, [NOMINEE NAME] will be acting in [his/her] official capacity as an elected 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 Indian tribes in the area from which [he/she] is nominated.

The contact information for [NOMINEE NAME] is:

NAME

OFFICIAL TITLE

TRIBE

MAILING ADDRESS

EMAIL ADDRESS

PHONE NUMBER

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]