

SAMPLE LETTER FOR HRAC NOMINEE

NOMINATION OF AN APPOINTED OR DESIGNATED TRIBAL OFFICIAL

Use this sample letter when nominating someone who does not hold an elected tribal position.

[USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

Rick Haverkate, MPH
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 Mr. Haverkate:

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. 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 HRAC will be linked to my own elected term of office for the [TRIBE NAME], 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 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 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]