

SAMPLE LETTER FOR TAC DELEGATE NOMINATION

[USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

Carmen Clelland, Pharm.D., M.P.A., M.P.H.
Captain, United States Public Health Service
Director, Office of Tribal Affairs and Strategic Alliances
Center for State, Tribal, Local, and Territorial Support
Centers for Disease Control and Prevention
4770 Buford Highway NE, MS V18-4
Atlanta, Georgia 30341

Dear Captain Clelland:

This letter is to nominate [NOMINEE NAME] to serve as a delegate on the Centers for Disease Control and Prevention/Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Tribal Advisory Committee (TAC) and affirm [his/her] status as an elected tribal official of the [TRIBE NAME]. [NOMINEE NAME] was elected to the official position of [TITLE] in [MONTH, YEAR] for a term of [TERM LENGTH].

As a delegate on the TAC, [NOMINEE NAME] will be acting in [his/her] official capacity as an elected official of the [TRIBE NAME]. [S/He] 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 [s/he] is nominated.

The contact information for [NOMINEE NAME] is

NAME
OFFICIAL TITLE
TRIBE
MAILING ADDRESS
EMAIL ADDRESS
PHONE NUMBER
FAX 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]