

SAMPLE LETTER FOR TAC DELEGATE NOMINATION

[USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

CAPT Carmen Clelland, PharmD, MPA
Associate Director, Tribal Support Unit
Office for State, Tribal, Local and Territorial Support
Centers for Disease Control and Prevention
4770 Buford Highway NE, MS E-70
Atlanta, GA 30341

Dear CAPT 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]