

[Sample I]

[REQUEST FROM THE GOVERNING BODY FOR COPIES FROM ITS OWN DOCUMENTED PETITION]

Assistant Secretary - Indian Affairs
Attn: Office of Federal Acknowledgment
Mailstop MS-34B-SIB
1951 Constitution Avenue, NW
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, request a copy of the documented petition that our group submitted previously. We request this material under the Freedom of Information Act. We understand that the first 100 pages are free, and that there is a \$.13 charge per page thereafter. We are willing to pay up to [INSERT DOLLAR LIMIT AMOUNT] or [ALL APPLICABLE FEES] for this material.

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[____ signature _____]

[Position title: print name]

Date