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, would like to introduce you to [NAME OF ATTORNEY, RESEARCH CONSULTANT, or CONTACT PERSON] who is (from the law firm/consulting firm, or a member/officer/position title) of [NAME OF THE LAW FIRM, CONSULTING FIRM or PETITIONING GROUP]. Mr./Ms. [NAME] is now serving as our group’s [ATTORNEY OF RECORD, ADDITIONAL COUNSEL, RESEARCH CONSULTANT, CONTACT PERSON] [and replaces our former or serves as an additional attorney/consultant/contact person]. Please provide copies of future correspondence to this new/additional (attorney, consultant, contact person) of record.  

Sincerely,  

[NAMES OF ELECTED OFFICIALS]  
[Position title:  print name]  
[signature]  
[Position title:  print name]  
[signature]  
[Position title:  print name]  
[signature]  
[Position title:  print name]  
[signature]  
[Position title:  print name]  
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[signature]  
[Position title:  print name]  

______________________________  
Date