

**SAMPLE NOMINATION LETTER FOR TAC – Elected Tribal Leader**

[USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

Violet Woo  
CIIHE TAC Designated Federal Official  
Office of Minority Health  
U.S. Department of Health and Human Services  
1101 Wootton Parkway  
The Tower Building, Suite 100  
Rockville, MD 20852

SENT VIA EMAIL TO [Violet.Woo@hhs.gov](mailto:Violet.Woo@hhs.gov)

Dear Ms. Woo:

This letter is to nominate [NOMINEE NAME] to serve on the Center for Indigenous Innovation and Health Equity Tribal Advisory Committee (CIIHE TAC), which is coordinated by the U.S. Department of Health and Human Services Office of Minority Health.

As a [choose DELEGATE or ALTERNATE] on the CIIHE TAC, [NOMINEE NAME] will be acting in [his/her] official capacity as an elected 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 American Indian/Alaska Native tribes in the area from which [he/she] is nominated. [NOMINEE NAME] has the following expertise that is relevant to the CIIHE TAC: [Describe relevant expertise].

The contact information for [NOMINEE NAME] is:

NAME

OFFICIAL TITLE

TRIBE

MAILING ADDRESS

EMAIL ADDRESS

PHONE NUMBER

ELECTED TRIBAL LEADER'S TERM OF OFFICE: beginning on [MONTH DAY, YEAR] and ending on [MONTH DAY, YEAR].

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]