

**SAMPLE NOMINATION LETTER FOR CIIHE TAC – Individual Appointed by
Elected Tribal Leader**

[USE OFFICIAL TRIBAL LETTERHEAD]

[DATE]

Rochelle Rollins, Ph.D.
Office of Minority Health
U.S. Department of Health and Human Services
1101 Wootton Parkway, Suite 100
Rockville MD 20852

SENT VIA EMAIL TO minorityhealth@hhs.gov

Dear Dr. Rollins:

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.

While [NOMINEE NAME] is not an elected tribal official, I hereby affirm [NOMINEE NAME]'s status as an appointed official of the [TRIBE NAME]. [NOMINEE NAME]'s tenure of service on the CIIHE TAC will be linked to my own elected term of office for the [TRIBE NAME], as noted below.

As a [choose DELEGATE or ALTERNATE] on the CIIHE TAC for the [choose appropriate INDIAN HEALTH SERVICE AREA], [NOMINEE NAME] will be acting in an official capacity as an appointed official of the [TRIBE NAME]. [NOMINEE NAME] 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 IHS area from which 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]