

SAMPLE LETTER J: CHANGE OF ADDRESS AND CONTACT
INFORMATION

Date:

Address to: North Carolina Commission of Indian Affairs
1317 Mail Service Center
Raleigh, N.C. 27699-1317

Re: Change of Address

Dear: Director of State Recognition,

The [Name of Petitioning Group], through this letter, notify the N.C. Commission of Indian Affairs of our change of address. The new address is verified by the [Governing Body of Petitioning Group]. (If changed, include name of contact person, address, phone number, and email address.) The new address is as follows:

[Name of Petitioning Group]
[Address of Petitioning Group]
[Town, State, Zip code]

Please update your records to reflect this change in address.

Sincerely,

[_____ Signature _____]
[Print Name] [Title]

[_____ Signature _____]
[Print Name] [Title]