

SAMPLE LETTER K: CHANGE OF LEADERSHIP AND CONTACT INFORMATION¹

Date:

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

Re: Change of Leadership

Dear: Director of State Recognition,

The [Name of Petitioning Group], through this letter, notify the N.C. Commission of Indian Affairs that the current officials of [Name of Petitioning Group] were selected on [Date of Election] by the [Governing Body of Petitioning Group], or was passed by a tribal resolution, which is attached. The new name(s) and title(s) of the newly selected official(s) are below, along with the names and titles of the [Governing Body of the Petitioning Group].

Sincerely,

[Signature of Newly Elected Official(s)]
[Print Name] [Title]

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

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

[_____ Signature _____]
[Position Title: Print Name]

[_____ Signature _____]
[Position Title: Print Name]

[_____ Signature _____]
[Position Title: Print Name]

[_____ Signature _____]
[Position Title: Print Name]

[_____ Signature _____]
[Position Title: Print Name]

[_____ Signature _____]
[Position Title: Print Name]

¹ It is important that all contact information be updated so that the Tribal Recognition Staff can keep in touch with the petitioning group.