

Sample Request for a Consultation Visit

*ABC Tribe of Indians
ABC Tribal Council Building
123 Main Street
Anytown, Oklahoma 74000
918-123-1234*

*John Smith, President
William Jones, Secretary*

*Jane Black, At-Large Member
Robert White, Business Manager*

November 28, 2007

Repatriation Office
Smithsonian Institution
National Museum of the American Indian
Cultural Resources Center
4220 Silver Hill Road
Suitland, MD 20746-2863

Dear Repatriation Office:

Please consider this letter as a request for a repatriation consultation visit at your earliest convenience, preferably no later than February. Mr. John Doe will be traveling to Washington with me to discuss the repatriation process with you and review objects affiliated with our tribe. I would like to confirm also that Mr. Doe, as our tribe's NAGPRA Representative, is our official contact for all repatriation related matters.

We would like to view all the objects on your inventory, with special attention to the items highlighted on the attached copies of the inventory lists, which include shield covers, dance sticks, pouches decorated with beadwork, a knife and sheath, a painted hide shirt, and bags or pouches. The catalog numbers for these items are highlighted for your reference. Please contact Mr. Doe with possible dates for our visit and if you need any specific information from us for travel purposes. Thank you for the assistance.

Sincerely,

John Smith, President
ABC Tribe of Indians

cc: John Doe, THPO/HPO/NAGPRA/NMAI Act representative