[DATE]

[NAME OF TRIBE]

[NAME OF CONTACT]

[STREET ADDRESS]

[CITY, STATE, ZIP]

Re: [PROJECT NAME, PROJECT ADDRESS, AGENCY FILE NUMBER]

Dear [NAME OF RECIPIENT]:

As a courtesy, the subject project is being referred to the [NAME OF TRIBE] for notification and review. This referral is not required pursuant to Assembly Bill 52 or Senate Bill 18. Please respond if you have any comments or information as it relates to this project. The project includes:

[BRIEF PERTINENT INFORMATION REGARDING THE PROJECT. SAMPLE TEXT: The project includes installation of a new pump at the existing ABC pump station. Components include 10 x 10 concrete pad, 1 25-HP pump, and electrical tie-in. Excavation for the concrete pad will approximately 18 inches]

Any exchange of information regarding tribal cultural resources as a result of communication with the [COUNTY/CITY/DISTRICT] will not be disclosed to the public without prior consent of the tribe that provided the information.

Please respond in writing no later than 21 days from [DATE] to [LEAD AGENCY STAFF EMAIL AND PHONE NUMBER] or by mail to:

[NAME OF AGENCY]

[NAME OF DEPARTMENT]

Attention: [STAFF NAME]

[STREET ADDRESS]

[CITY, STATE, ZIP]

If you have any questions regarding the project, please contact me at [PHONE NUMBER].

Sincerely,

[STAFF NAME]

[STAFF TITLE]