

Tool 5: Tribal and ANC Consultation Request Template

How to use this tool: Replace every highlighted bracketed term with your own information, then delete this instruction box and the tool header before sending on your letterhead. Adjust the request to the specific consultation you need. See the Consultation spread in the Permitting Field Guides and Roadmaps section and Requesting and Preparing for Consultation in the Strategic Engagement section for what to ask for and why.

Project name		Organization	
Person responsible		Last updated	

Letter ****Put on your organization letterhead****

[Date]

[Agency contact name and title]

[Agency and office]

[Mailing or email address]

cc: [Agency Tribal Liaison name and title]

Re: Request for [Tribal government-to-government / ANC] Consultation on [Project Name]

Dear [Name]:

On behalf of [Tribe/Corporation name], we are requesting formal consultation on [project name/description], which we understand is under review by [agency] under [applicable process: NEPA, permitting, etc.].

[Optional: one or two sentences on where your community is located in relation to the project and why the project matters to your community.]

We request the following:

- A consultation window of no less than [X] days
- Advance technical materials sufficient to prepare, provided no less than [X] days before any meeting
- Identification of the individual(s) at your agency with decision-making authority over this matter
- Documentation, following consultation, of how our input was considered in the final decision

Please contact [name, title, phone, email] to schedule.

Sincerely,

[Name]

[Title]

[Tribe/Corporation name]

[email and phone]