

Tool 6: Public Comment 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 submitting. Adjust to the specific comment period. Name the document and section you are commenting on, ground your comment in specific facts, and ask a direct question the agency must answer. See Writing Effective Public Comments in the Strategic Engagement section for guidance on what makes a comment substantive.

Project name		Organization	
Person responsible		Last updated	

Comment letter ****Put on your organization letterhead****

[Date]

[Agency name and office]

[Submission address, docket portal, or email]

Re: Comment of [Tribe/ANC/Community name] **on** [Document Name], [Docket/Project Number]

[Tribe/Corporation/Community name] submits the following comment on [document name] regarding [project name].

About our community. [Brief introduction to the Tribe, Corporation, or community and where it is located in relation to the project.]

Specific section or page referenced. [Cite the page, section, or table of the document.]

Our comment. [State the specific factual concern, missed alternative, or local condition. Be as concrete as possible. Include local knowledge, data, or observations the agency may not have.]

Question we are asking the agency to directly address in its response. [State a specific question.]

Requested action. [Optional: state what you are asking the agency to change, add, or consider.]

Submitted by: [Name]
[Title]
[Organization]
[email and phone]

Date: [Date], submitted before the [date] deadline

Reminder: Submit in writing through the official record before the deadline. If the comment period is too short to prepare a full comment, submit what you can and say in the comment that the notice period did not allow enough time. Keep a copy, and consider sharing it with your elected officials.