

# Sample Request for Information

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*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 2, 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:

This letter serves as a request for inventory listings and digital images of objects in your museum that pertain to the ABC Tribe or that come from central Oklahoma, including D, E, F, and G counties.

Please send these materials to my attention at the address above. I will contact you directly after reviewing them with President Smith and other tribal representatives. Thank you for assisting us in this way.

Sincerely,

John Doe  
THPO/HPO/NAGPRA/NMAI Act representative  
ABC Tribe of Indians

cc: Mr. John Smith, President