**CONSULTATION PROXY LETTER TEMPLATE**

Designation Form to be copied onto Tribal Letterhead

Clifford R. Murphy

Director, Folk & Traditional Arts

National Endowment for the Arts

400 7th Street SW

Washington, DC 20506

Dear Mr. Murphy:

Under Executive Order 13175, Consultation and Coordination with Indian Tribal Governments, and the National Endowment for the Arts (NEA), NEA aims to respect Indian tribal self-government and sovereignty, honor tribal treaty and other rights, and meet the responsibilities that arise from the unique legal relationship between the Federal Government and Tribal governments. Because duly-elected tribal leaders, or their designee, trigger the government-to-government relationship with the United States, formal administrative requirements under the Federal Advisory Committee Act do not apply (FACA; 5 U.S.C. Appendix – Federal Advisory Committee Act; 86 Stat. 770, as amended.).

I am unable to attend the meeting to discuss the [TOPIC] on [DATE], in [CITY] I hereby designate

who holds the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within

the Tribe to act as my proxy for this meeting. The proxy designation will expire on [DATE – 3 MONTHS AFTER CONSULTATION].

Sincerely,