**Note:** The language that is distinguished as “**bold**” text within this sample letter must be addressed by the RPF or CAL FIRE Project Manager to included project specific information prior to sending to the Native American Contacts.

**CAL FIRE Project Manager’s Name**

**Mail Address, Phone Number, and Email address**

Cultural Resources Representative

**Name of Tribal Government or Individual**

**Mailing Address provided on the most current CAL FIRE Native American Contact List**

**Date**

RE: **Project Name and Number**

Dear Cultural Resources Representative:

I am planning a proposed CAL FIRE project in **name of** County in the area shown on the enclosed maps. This project will include **provide a brief project description**. As part of my archaeological review for this project I respectfully request any information that you wish to share about cultural resources that exist near or within the project area. This notification provides you the opportunity to disclose the existence of Native American archaeological or cultural sites that could potentially be affected by the project and the opportunity to submit other comments regarding the project.

The project is located approximately **distance and direction to nearest community or landmark**. The legal description is **Township, Range, Section, Base, and Meridian**. Two maps are enclosed to provide the precise location. The first map is a general location map that displays travel route from the **nearest community or landmark**. The second map provides a more detailed project location on a USGS 7.5’ topographic quadrangle. This map displays the approximate boundary of the project area and includes a map legend and scale.

Please contact me if you wish to share information about archaeological or cultural sites in the project area. Locations of sites you disclose will be kept confidential. Disclosure to CAL FIRE, however, is an important step that betters our ability to identify and protect sites. A confidential archaeological survey report will soon be prepared under the direction of CAL FIRE Archaeologist **provide name**. Feel free to contact our archaeologist at **provide phone number** if you are more comfortable disclosing information to them.

If you have any questions or comments, please contact me at the telephone, mail, or email address listed above. The review process and comment period will end approximately 30 days from the date of this letter.

If during the field survey of this project, a Native American archaeological or cultural site is identified within the project area, you will receive a second written notification from me that includes both site description and protection information. This second notification will describe the proposed measures taken to protect the site during project operations and provide you with the opportunity to submit comments to CAL FIRE concerning the adequacy of those protection measures.

Please feel free to contact me if you have any questions concerning this proposed project or what is being requested in this letter.

Sincerely,

**Your Name**

Enclosures: General Location and Project Location Maps