**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 reviewing a proposed CAL FIRE project in **\_\_\_\_\_\_\_\_** County in the area shown on the enclosed maps. As mentioned in my initial letter dated **date of information request letter,** this project will include **provide a brief project description.** The purpose of this letter is to inform you that one or more Native American archaeological or cultural sites are located within the proposed project area.

This letter provides you with confirmation that Native American archaeological or cultural resources have been identified with the proposed CAL FIRE project area and a brief description of how such resources will be protected or avoided during project operations. If you have concerns or comments about the proposed protection measures for these sites, or wish to meet with me or consult over the telephone, please contact me within 30 days from the date of this letter.

Written comments may be sent to CAL FIRE at **address, phone number of the appropriate CAL FIRE office.** Generalcomment may also be submitted to CAL FIRE via e-mail at **CAL FIRE e-mail address** though transmittal of confidential information, such as the specific location of a cultural resource, is not recommended. In such instances you should notify CAL FIRE via formal letter, in person, or over the phone as the confidentiality of information transmitted via email cannot be ensured. The approximate date that CAL FIRE plans to implement this project is **estimated date.**

The following Native American cultural resources have been located within the project area:

**(Note: This can be copied from Part 7 and Part 9 of your CAA)**

**Name, number, or other designator of the site.** This site is **brief description of site.** The protection measures afforded this site are **brief discussion of how site shall be protected or avoided.**

Sincerely,

**Your Name**

Enclosure: Project Location Map

cc: CAL FIRE Project File