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

**RPF’s Name**

**RPF’s Affiliation**

**RPF’s Address**

**RPF’s Phone Number**

Cultural Resources Representative

**Name of Tribal Government or Individual**

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

**Date**

Dear Cultural Resources Representative:

I **(or name of RPF if letter is written by a supervised designee)** am currently in the process of preparing the **name of plan** Timber Harvest Plan (THP), **plan number if known.** The purpose of this letter is to inform you, per Forest Practice Rule requirements, that one or more Native American archaeological or cultural sites are located within the plan area.

This letter provides you with information concerning the existence of known sites and a brief description of how they will be protected or avoided during timber operations. If you have concerns or comments about the proposed protection measures for these sites please submit written comments to the California Department of Forestry and Fire Protection (CAL FIRE) for consideration prior to the close of the public comment period.

Written comments may be sent to CAL FIRE at **address, phone number of the appropriate CAL FIRE office.** Generalcomments 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 earliest date the Director may approve the plan is **estimated date of approval.**

The following Native American cultural resources have been located within the site survey area for the THP:

**(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