



Sample Letter to Invite Tribal Representatives

[Name]
[Title]
ICWA Office
Name and Address of Tribe

[Name]
[Title]
Name and Address of Tribe

Dear [names],

[Name of county division] is asking your support and assistance to help CPS staff and managers better understand the unique challenges and needs of working with Indian children, especially with respect to your Tribe(s). We are planning a 1-day Summit this spring (April/May) in [location], CA and are asking for representatives from the local Tribes [list or list Tribal agencies] to participate on a panel to educate county managers and social workers.

Our goal is to increase communication between counties and Tribes, and to improve culturally appropriate social work practices of county social workers. With recent budget challenges, counties have become more aware of the need to collaborate with Tribes and build fruitful relationships with the designated ICWA agents.

Enclosed, please find information about our program efforts and services. We always provide lunch and lead our training in a Tribal format. I will be calling you personally to follow up in a few weeks, or you can reach me at [telephone number], or via email at [e-mail address].

Sincerely,

[Name], [Tribal affiliation]
[Title]