[Place on letterhead]

[insert date]

Family Violence Prevention and Services Program

Family and Youth Services Bureau

Administration on Children, Youth and Families

Administration for Children and Families

Attention: Shena Williams

1250 Maryland Avenue, S.W., Suite 8213

Washington, D.C. 20024

RE: Application under the 2018 Family Violence Prevention and Services Act

Dear Ms. Williams:

The [insert tribe’s name, or consortium]a federally recognized tribe or has contracted with HHS or BIA through the Indian Self-Determination and Education Assistance Act of 1975 through another grant program, respectfully submits the attached application for funding under the Family Violence Prevention and Services Act (FVPSA) [add in only if 2 or more tribes] on behalf of the Federally recognized Native Villages of [ and **add in other Villages with tribal resolution]** to support shelter and supportive services to victims of family, domestic/dating violence and their dependents, and prevention services. Our mailing address is as stated above. As [state your position] I will serve as the Tribally designated official and Program contact authorized to administer this FVPSA grant and coordinate programming. My contact information is as follows: [provide mailing address if different from letterhead, email and phone and fax number].

The Employor Identification Number is [insert number], and our DUNS number is [insert number].

We are excited about this opportunity and much needed assistance and look forward to working with the Administration on Children, Youth, and Families, Family and Youth Services Bureau in responding to and preventing family and domestic/dating violence in our community, across the state, and nationally.

Respectfully,

[signature of authorized tribal official]