

THIS LETTER SHOULD BE AGENCY LETTERHEAD AND SENT CERTIFIED, RETURN RECEIPT REQUESTED. THIS LETTER SHOULD BE USED WHEN THE IDENTITY OR LOCATION OF THE CHILD'S PARENTS, CUSTODIAN OR TRIBE IS **KNOWN**, ONCE A PETITION HAS BEEN DRAWN UP OR FILED. A COPY OF THE PETITION MUST BE SENT WITH THIS NOTICE.

[DATE]

[TRIBE AND ADDRESS]

RE: [NAME OF INDIAN CHILD]

Dear :

Pursuant to the Indian Child Welfare Act of 1978 and in accordance with 25 CFR Part 23 Subpart B, please accept this correspondence as notice that [NAME OF THE AGENCY] is seeking [Foster Care Placement OR Termination of Parental Rights] of [NAME OF CHILD], born on [BIRTH DATE] in [CITY/STATE OF BIRTH]. The child is enrolled or may be eligible for enrollment in the [INDIAN TRIBE].

Attached is information contained in the record or otherwise known to this agency, regarding the child's Indian lineage, and familial and custodial relationships. While this information may not be complete, it includes all information available to this agency at this time.

Enclosed please find a copy of the petition by which the aforementioned proceeding was initiated. This proceeding may result in the loss of [Parental Custody OR Parental Rights] to the above named child.

The child's biological Indian parents, custodians and tribe have an absolute right to intervene in these proceedings, and to request up to twenty (20) additional days to prepare for the proceedings. The Indian parents, custodians and tribe have the right to petition the court for the transfer of the proceedings to the tribal court pursuant to 25 U.S.C. 1911, absent objection by either parent. Such transfer shall be subject to the declination by the tribal court of the said tribe. If the Indian parents or custodians are unable to afford counsel, and where a state determines indigence, counsel will be appointed.

The aforementioned proceedings are scheduled to take place [NAME OF THE COURT AND ADDRESS]. The telephone number of the Court Administrator is [NUMBER].

If you should have any questions regarding this notice, please contact me at [TELEPHONE NUMBER]. Thank you for your consideration in this matter.

Sincerely,

[CASEWORKER/AGENCY
REPRESENTATIVE AND TITLE]

CC: [REGIONAL DIRECTOR]; [INDIAN PARENTS]; [INDIAN CUSTODIANS];
[AGENCY ATTORNEY]

Enclosures: [COPY OF PETITION AND GENOGRAM]