Use only for **cultural items (unassociated funerary objects, sacred objects, or objects of cultural patrimony)** in a holding or collection of a museum or Federal agency AFTER compiling a summary (see [43 CFR 10.9(a)](https://www.ecfr.gov/current/title-43/part-10#p-10.9(a)) *Step 1 – Compile a summary of a holding or collection*).

No later than 30 days after compiling a summary, use this template to invite consultation as required by [43 CFR 10.9(b)](https://www.ecfr.gov/current/title-43/part-10#p-10.9(b)) *Step 2 – Initiate consultation*. Consulting parties are any lineal descendant and any Indian Tribe or Native Hawaiian organization with potential cultural affiliation. An invitation to consult must be in writing.

**Insert the following five pieces of information** in the appropriate places in this template, indicated by {#. Information and additional instructions}. This is the MINIMUM information required; additional information may be included as necessary or preferred. The format is only a recommendation and not a requirement.

1. Date signed and sent. *Documents are timely based on the date sent* [*(43 CFR 10.1(f)(2)*](https://www.ecfr.gov/current/title-43/part-10/section-10.1#p-10.1(f)(2))*).*
2. Consulting party addressee and address. *This includes any lineal descendant(s) and any Indian Tribe(s) or Native Hawaiian organization(s) with potential cultural affiliation. For contact information, see* [*https://www.nps.gov/subjects/nagpra/consultation-resources.htm*](https://www.nps.gov/subjects/nagpra/consultation-resources.htm)*.*
3. Museum or Federal agency. *Full name can be abbreviated or referred to by initials after the first instance, i.e. Museum of Natural Science (MONS). The authorized representative (*[*43 CFR 10.8*](https://www.ecfr.gov/current/title-43/section-10.8)*) must be identified by title or individual name.*
4. Consulting parties, individually named or in attached list. *Titles or individual names are optional. Names of lineal descendant may be withheld.*
5. Proposed method for conducting consultation.

**REMOVE** these instructions, highlighting, italics, and {braces}. **VERIFY** all required information is included.

**Send the invitation to consulting parties no later than** 30 days after compiling a summary.Written documents must be sent by one of the following: email, with proof of receipt; personal delivery with proof of delivery date; private delivery service with proof of date sent; or certified mail (see [43 CFR 10.1(e)(1)](https://www.ecfr.gov/current/title-43/part-10/section-10.1#p-10.1(e)(1))).

**DO NOT** send copies to the National NAGPRA Program.

{1. Date}

{2. Consulting party addressee and address}

Dear {2. Consulting party addressee},

The {3. Museum or Federal agency} wishes to consult with {2. Consulting party} on the identification, cultural affiliation, and repatriation of Native American cultural items in our holdings or collections. This effort is being coordinated by {3. Museum or Federal agency point of contact}, who can be reached at {3. contact email} or {3. contact telephone number}.

Attached is a summary of any holding or collection that may contain unassociated funerary objects, sacred objects, or objects of cultural patrimony. When known, we have included the county, state, and site where the cultural items were removed.

Other consulting parties who are being invited to consult on these holdings or collections are {4. Choose: Individual named parties or attach a list}. In addition to the attachments, {3. Museum or Federal agency} will supply additional documentation, upon request and if available.

Our preferred method for conducting consultation will include {5. emails, phone calls, video calls, or in person meetings}. If you would like to consult on our holdings or collections, please provide your preferences on a proposed timeline and method for consultation and provide any updated contact information for your authorized representative.

Thank you very much for your time and thoughtful consideration of this invitation to consult. We look forward to working with you.

Respectfully,

{3. Museum or Federal agency authorized representative name, title, signature}

Enclosure: Summary

List of consulting parties (if applicable)