<INSERT LETTERHEAD> **EXAMPLE ONLY**

New Mexico Indian Affairs Department

ATTN: Cabinet Secretary Lynn Trujillo

Wendell Chino Building, 2ndFloor   
1220 South Saint Francis Dr   
Santa Fe, NM 87505

RE: Request for Reimbursement for Period <MM/DD/YYYY – MM/DD/YYYY>

Dear Secretary Trujillo:

Enclosed is the <Tribe/Organization Name> Request for Payment form and supporting documentation for Project Number <insert Project Number> for the period of <insert date> to <insert date>.

The itemization below outlines this request.

|  |  |
| --- | --- |
| Contractual Fees | $ |
| Professional Fees | $ |
| Project Materials | $ |
| Travel | $ |
| Training | $ |
| Other Costs | $ |
| Subtotal | $ |
| Indirect Cost Rate | $ |
| **Total Request** | **$** |

Please contact me at <Phone Number> if you have questions pertaining to the request.

Sincerely,

<Insert name>