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**Chat history**

**You said:**

I'm working on a policy on how to develop a dear tribal leader letter. I need some help with a section on drafting, reviewing and approving the letter. I want a short introductory paragraph that explains why we need such a careful process. These are formal letters for government-to-government communications. It's important that they are clear and respectful. That's why we take so much care in writing them. Please give me a paragraph to convey that.

**ChatGPT said:**

Sure, here's a concise introductory paragraph you can use:

Drafting a Dear Tribal Leader Letter requires a careful and deliberate process. These letters are formal government-to-government communications, and they play a vital role in maintaining respectful and effective relationships with Tribal Nations. To honor that responsibility, we ensure that each letter is clear, accurate, and conveys the appropriate tone. The drafting, review, and approval steps are designed to uphold the respect and integrity these communications deserve.

**You said:**

try this again, this time make it less preachy

**ChatGPT said:**

Certainly — here’s a revised version with a more neutral, straightforward tone:

Dear Tribal Leader Letters are formal communications between governments, and the drafting process reflects that. Clarity and respect are essential, so we take care to ensure each letter is thoughtfully written, accurate, and appropriate for its audience. A clear review and approval process helps maintain consistency and supports effective communication.

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ChatGPT can make mistakes. Check important info.