

Sample Department of Health Letter

Place on Letterhead

Dear Health Department,

This letter is to notify you that Name of Sponsor will be sponsoring Summer Food Service Programs (SFSP) in Name of Town/Location this summer. We will serve meals Monday - Friday (except July 4th). Meals will be prepared at our Name of Kitchen and Address and delivered how they will be delivered to the sites listed below.

<u>Name of Site</u>	<u>Type of Meal</u>	<u>List Times</u>	<u>Address</u>	<u>Dates</u>
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Please feel free to contact me at phone number and email if you require any additional information.

Sincerely,

This institution is an equal opportunity provider.