

Date

State/Local Government Food Safety Inspection Agency

Address

Address

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9 (h) of the Richard B. Russell National School Lunch Act, requiring all schools participating in the USDA Child Nutrition Programs to receive a minimum of two food safety inspections during each school year (July 1 through June 30).

Due to our participation in the USDA Child Nutrition Programs, District Name is writing to request the following sites receive at least two food safety inspections. Attached is a list of participating sites, their location, operating dates, and meal service times.

We appreciate your time and consideration concerning this request. Thank you for your assistance in ensuring the safety of our food service operation. If you have any questions, please contact me.

Sincerely,

Name

Position

School District

Address

Phone Number

Email Address

