**[Insert School District Letterhead]**

Current Date

Environmental Health Specialist

Address

City, State Zip

RE: Annual Food Safety Inspections

Our school district participates in the National School Lunch and School Breakfast Programs with the Oregon Department of Education Child Nutrition Programs.

One of the requirements for participation in these programs is to receive from the Health Department two Food Safety Inspections for every kitchen and meal serving site in the food service operation each school year (July 1 through June 30).

So far this school year, our sites have only received one inspection. Attached is a list of approved sites that need inspecting; site locations; operating dates; and meal service times.

All costs are the responsibility of the school district.

If you have questions or need additional information to schedule the food safety inspections, please contact me.

Sincerely,

Name of contact person

School District

Address

Phone number

Email address