

[DATE]

The Honorable [FULL NAME]

[OFFICAL’S ADDRESS]

Washington, DC [20510, SENATE] or [20515, HOUSE]

Dear [OFFICAL’s NAME],

On behalf of the staff and faculty at [SCHOOL OR COMMUNITY CENTER NAME], I would like to invite you to participate in a cafeteria site visit. Our team would be grateful for the opportunity to provide a behind-the-scenes look at the work that goes into running a successful school nutrition program and feeding our students every school day. The essential work we do in the cafeteria, reduces food insecurity among students and ensures that they students receive the nutritional support they need to excel in the classroom.

A cafeteria site visit is an excellent opportunity for you to witness the dedication and expertise that goes into maintaining school nutrition programs while meeting complex federal nutrition standards. According to the U.S. Department of Agriculture, the National School Lunch Program fed over 29 million students just last year. In [SCHOOL/SCHOOL DISTRICT] we feed [number of students] each school day. Our staff, administrators, and students can offer local, in-depth perspectives on the ***successes*** and challenges of these programs. We welcome your questions and look forward to the opportunity to work together.

[INSERT POSSIBLE DATES, TIMES, LOCATION]

Please contact [INSERT NAME] at [INSERT EMAIL/PHONE] to schedule a date and time to attend. Thank you for your time and ongoing support of our students and nutritious school meals.

Sincerely,

[LOCAL CONTACT INFO]