

*Date*

*Recipient's Name*

*Recipient's Job Title*

*Company/Organization*

*Street Address or P.O. Box*

*City, State and Zip Code*

Dear *Name*:

Effective beginning with the 2005-2006 school year, schools that participate in the USDA National School Lunch and School Breakfast Programs must implement Hazard Analysis and Critical Control Point (HACCP) procedures. As part of this new requirement, as school food service directors/managers, we must be certain that we are purchasing and receiving safe food. With the requirement, we will be monitoring temperatures of the potentially hazardous foods as they are delivered to our schools.

In addition, we must assure that the products we receive from our vendors meet the standards for safe food handling. Our guidance requires that we receive from you, our vendor, a letter which states that your food distribution company has a HACCP plan in place or that your company follows safe food handling procedures. Additional information provided concerning safety of the foods you provide would be appreciated.

If you have questions, please contact me at *provide contact information*.

Sincerely,

*Your first and last name*

*Your job title*