SAMPLE HEALTH DEPARTMENT LETTER

Clean City Community Action Agency
500 Education Drive
Clean City, Ohio 49620

Spotless County Health Department
1234 Fresh Water Lane
Clean City, Ohio 49620

Dear Health Commissioner,

We plan to sponsor a food service program this summer under the Ohio Department of Education, USDA Summer Food Service Program for Children. We plan to operate this program at the following location(s):

Sunny Hill Playground    Cool School
568 Learning Place        222 Knowledge Lane
Clean City, Ohio 49620    Clean City, Ohio 49621

At each site we will serve a breakfast from 8:30 am to 9:00 am and a Lunch from 11:45 am to 12:45 pm, Monday through Friday. Both food service sites will operate from June 24 through August 15, 2004. In accordance with USDA regulations, we ask that you inspect these sites during operation time to ensure that they meet local health standards.

If you have any questions please contact my office at (131) 222-5555.

Sincerely,

Bea Brown, Summer Food Service Program Director
Clean City Community Action Agency

A good Health Department Letter should describe the following for each site:

- The name and address of the site
- The type of meal service
- The time of meal service
- The dates of operation
- The contact person and phone number