

SAMPLE LETTER FOR FOOD SAFETY HEALTH INSPECTION

National School Lunch Program (NSLP) and School Breakfast Program (SBP)

[insert date]

Dear [insert name of local health department director]:

The purpose of this letter is to request that the [insert name of local health department] conducts a food safety health inspection at the school listed below. 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, to require at least two food safety inspections be conducted at each school participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP).

As of the date of this letter, [insert name of school] located at [insert address] has not received the two required food safety inspections. I am therefore requesting that your office conducts an inspection at your convenience, but no later than [insert last serving day].

Thank you for your consideration of this request. If you have any questions, please contact me at [insert telephone number] or [insert e-mail address].

Sincerely,

[insert name and title]

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For more information, visit the CSDE's [Food Safety](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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