

Template Letter to SchoolFood Manager

Print on School Letterhead

Date

Dear SchoolFood Manager,

Our school, PS 123, would like to stop serving chocolate milk in the cafeteria as of MM/DD/YYYY (Remember that orders are placed up to 6 weeks in advance) to promote healthy eating and reduce students' consumption of sugary beverages. For the two milk options that are required by the USDA, we would like to offer our students plain (unflavored) 1% milk and skim milk. Thank you and please confirm that this menu change will take place on the date requested above.

Sincerely,

Principal

X

Principal

Email healthyschools@health.nyc.gov for an electronic copy of this template.