

**SAMPLE** NOTIFICATION LETTER

DEPARTMENT OF ENVIRONMENTAL CONSERVATION/MUNICIPALITY OF ANCHORAGE

**(PRINT ON YOUR ORGANIZATION'S LETTERHEAD)**

(DATE)

(Name of Local Health Department Official)

(Name of Health Department)

(Street Address)

(City, State and Zip Code)

Dear Madam/Sir:

This is to notify you that (name of sponsoring organization) will operate a Summer Food Service Program at (enter number) locations during the summer. The addresses and dates of operation are listed below:

Site Name	Address	Meal Times	Program Dates
<a href="#">Click to enter site name.</a>	<a href="#">Click here to enter site address.</a>	<a href="#">Click here to enter meal times.</a>	<a href="#">Click here to enter program dates.</a>
<a href="#">Click to enter site name.</a>	<a href="#">Click to enter site name.</a>	<a href="#">Click to enter site name.</a>	<a href="#">Click to enter site name.</a>
<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>
<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>
<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>	<a href="#">Click here to enter site name.</a>

We will notify you of any changes during the operation of the program.

Sincerely,

(Signature of Authorized Sponsor Representative)