**Farm to School**

**Sample Vendor/Supplier Letter**

*Date*

*Recipient’s Name*

*Recipient’s Job Title*

*Company’s Organization*

*Street Address or P.O. Box*

*City, State and Zip Code*

Dear *Name:*

Schools that participate in the USDA National School Lunch and School Breakfast Programs must implement Hazard Analysis and Critical Control Point (HACCP) procedures. As the school food service *director/manager*, I must assure that we purchase and receive safe food.

HACCP guidance requires each vendor/supplier to provide a letter to our school district stating that a HACCP plan is in place with standard operating procedures for produce production, harvesting and post-harvest handling or that safe food handling procedures are followed. Additional required information includes whether the produce is or is not organically grown; and if not organically grown, a written statement that herbicides and pesticides have been used according to label directions and that the produce has met the pre-harvest interval between the last application of pesticide and the date of the harvest.

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

Sincerely,

*Your first and last name*

*Your job title*