

TASTING LETTER TO ADMINISTRATION

[Insert school district logo]

[Today's date]

Dear [principal name],

We are writing because we would like to host a [type of tasting] event during lunch at [school name]. If approved, we would appreciate your support in marketing this event to the student body and parent community. Tastings are a great way to introduce kids to new foods by engaging their senses and asking them to provide feedback. At this particular event we propose sampling [sample]; the allergens include [list allergens].

We would like to hold the tasting on [date] from [start time] to [end time] in the [school name] cafeteria and would encourage teachers and parents to attend. The attached poster would be posted in the hallways and sent to the PTO/PTA. Please let us know if you approve of the event by [date]. Also, be sure to let us know if you would like to be involved in any way!

Sincerely,

[School district name] Food Service Team

