<Date>

Greetings, <School or District Name> Families:

We hope you are doing well and thank you for your continued support of our students, staff, and school community. We are reaching out today with some important information and a convenient process that can assist families and our school district. Even though all children will be able to eat school meals at no cost during the 2021-22 school year, the enclosed Survey generates federal grant funding for our local educational programs.

We encourage all families to consider, review, and complete the application. Eligibility determination will be made according to the established guidelines. A few additional reasons for this consideration include:

* There are other school district benefits for families that qualify, such as <Enter local benefits here (i.e. reduced school fees, etc.).>

We have included a copy of the application for your convenience and consideration, and please feel free to contact our district’s office or your principal with any questions using the information below.

<If you offer an online application, you could briefly explain that and then link it here.>

<Enter Contact Name and Title>

<Email Address>

<Phone Number>

If you prefer, you can submit the Survey application by mail or return it in person at your child’s school.

Thank you for your consideration of this important process.