

**SAMPLE LETTER TO NEWSPAPER
FOR PUBLIC ANNOUNCEMENT**
(Type on School Letterhead)

(Date)

(Name of Newspaper)

(Address of Newspaper)

(Address of Newspaper)

(Address of Newspaper)

To Whom It May Concern:

Please publish the enclosed public announcement for the School Nutrition
Program sponsored by _____
Name of School Food Authority (SFA)

Thank you.

(Name)

(Title)