**{NAME AND TITLE}**

**{SCHOOL/ORGANIZATION}**

**{Address}**

**{City/State/Zip}**

**{PHONE}**

**{EMAIL}**

**{DATE}**

**{RECIPIENT NAME}**

**{PRODUCER/FRAMER}**

**{ADDRESS}**

**{CITY/STATE/ZIP}**

Dear **{RECIPIENT NAME},**

Are you a fruit or vegetable producer? Do you raise cattle or process local meats?

Our school is interested in purchasing quality local foods to supply our cafeteria and feed our students. We hope to establish regular procurement from local farmers, ranchers, and processors to build partnerships that will last from year to year.

Nebraska is hosting an exciting event this fall. On October 22, we will join others across the state in a Crunch Off competition in celebration of local food. Nebraska has the opportunity to keep the Crunch Off Championship title from 2019, and we are joining the competition. You can join us in achieving this goal. If you have available supplies of apples or other crunchy fruits or vegetables for this event, please contact our school food service director

Including local foods from our community’s farmers and ranchers in the school meals menu enriches our students' diets, and educates them on where their food comes from. In addition to procuring local foods, we are interested in offering hands-on agricultural education to our students. We would like to work with farmers and ranchers interested in hosting farm/ranch field trips or speaking to students about their work and our food systems. If this is something you’re interested in, please contact our school office and ask to speak with our farm to school contact.

Together we can build a better food system, enriching our youth with healthy local foods and building the next generation of farmers and ranchers!

If interested please contact **{NAME/ADMINISTRATOR/FOOD SERVICE DIRECTOR/FFA AG ED TEACHER}** at **{PHONE NUMBER AND/OR EMAIL}**

Sincerely,

**{NAME AND TITLE}**

