*Sample letter to parents. Resource for: principal/admin use. Target Audience: parents/guardians.*

[LEAVE ROOM FOR LETTERHEAD]

[Insert School Name]

[Insert Street Address 1]

[Insert Street Address 2]

[Insert Date]

Dear Parents and Guardians,

To ensure that all of our students are well prepared for academic success, [insert school name] is pleased to announce that we are launching a [insert breakfast model name]. Instead of offering breakfast in the cafeteria at [insert time], breakfast will now be served [insert location (e.g. in the classroom, from kiosks located in X and X hallways)] after the first bell [or insert time].

At [insert school name] the School Breakfast Program is FREE for all students every day. [Pull the previous sentence if breakfast will not be offered for free to all students.] We encourage every student to participate to ensure that they have the nutrition needed to succeed in the classroom. These meals meet federal nutrition standards and our staff is working to provide students with a variety of meal options.

For families that have early morning commitments or conflicting schedules, [insert breakfast model name] is a great solution to ensure your child starts the day off right—which is why we encourage participation in this program.

If you have any questions, comments, or concerns, please do not hesitate to reach out to us at [insert phone number] or [insert email address].

Sincerely,

[insert principal’s name], Principal