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REMINDER MESSAGE FOR STATE AND TRIBAL AGENCIES ADMINISTERING CACFP (LETTER OR EMAIL)

DATE:

Subject: Please Respond by INSERT DATE

Dear [NAME]:

We are looking forward to hearing from you soon!

We recently sent you an invitation to participate in an important survey, which is being conducted by the U.S. Department of Agriculture's Food and Nutrition Service, Child Nutrition Division.

The purpose of the survey is to get feedback from leaders in State agencies, sponsoring organizations, child care centers, and family day care homes across the U.S. about nutrition, physical activity and electronic media use in centers and homes in order to help improve the Child and Adult Care Food Program (CACFP).

Your participation in our survey is very important. The survey will take about 20 minutes, and all information will be kept secure and only used for research purposes, unless otherwise required by law.

You can go to www.INSERT to complete the survey online.

We look forward to hearing from you soon.

Sincerely,

INSERT NAME
USDA Representative