**Appendix F8. Email to Submit Site Menu Follow-Up Report**

Dear [NAME OF SPONSOR/SITE SUPERVISOR],

Thank you for sending the list of foods and beverages served and recipes for the week of <SELECTED WEEK> at <SITE NAME>. We have looked at the information, and need some more details about some of the foods and beverages served.

The form below shows the food or drinks we have questions about and the day of the week they were served. For each food or drink, we have listed our questions in the column called “Additional details” to describe the type of information we need.

[INSERT MENU FOLLOW-UP REPORT]

Please provide the information listed on the report as soon as possible. You may return the completed Menu Follow-up Report to us using any of the following methods:

|  |  |
| --- | --- |
| FTP SITE | https:/www.SUMS.orgusername:password: |
| Email | SUMS@westat.com |
| Fax | 1-800-XXX-XXXX |
| U.S. Mail | SUMSWestat1650 Research BlvdRockville, MD 20850 |

You may also ask that we contact you by telephone to get the information.

If you have any questions about the study or how to or submit your Menu Follow-up Report, please email us at SUMS@westat.com or call us toll-free at 1-800-XXX-XXXX.

Your feedback and partnership matters to us. Thank you for helping us with this important study!

Sincerely,

The *Summer Meals Study* Team

Westat