



OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX
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**Appendix F10. Reminder Email to Submit the Site Menu Follow-Up Report**

Dear <NAME OF SPONSOR/SITE SUPERVISOR>,

Thank you for participating in the *Summer Meals Study*. We recently sent you an email asking for more details about some of the foods and beverages served at [NAME OF SITE]. As of today, we have not received your completed 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.org username: password:
Email	<a href="mailto:SUMS@westat.com">SUMS@westat.com</a>
Fax	1-800-XXX-XXXX
U.S. Mail	SUMS Westat 1650 Research Blvd Rockville, MD 20850

If we do not receive your response to the Menu Follow-up Report within one week, we will contact you by phone to get this information. If you are providing the information to us over the phone, please have available the menus and recipes used during the week of [XX/XX/XXXX] at [NAME OF SITE].

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](mailto:SUMS@westat.com) or call us toll-free at 1-800-XXX-XXXX.

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

Sincerely,

The *Summer Meals Study* Team  
Westat

Public reporting burden for this collection of information is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address.
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