

**APPENDIX C09. ENDORSEMENT LETTERS TEMPLATE  
(GROUPS 1A, 1B, 2A, 2B, 3, FOA, LOA)**

ORGANIZATION LOGO OR LETTERHEAD

OMB Number: 0584-xxxx  
Expiration Date: xx/xx/20xx

**Dear School Nutrition Professional:**  
The information being collected is essential for the Food and Nutrition Service in understanding school food purchasing practices, the nutritional quality of school meals and snacks, the cost to produce school meals, and student participation and dietary intakes. This is a mandatory collection and FNS will use the information to monitor program operations. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Privacy Act, this information collection displays a valid OMB control number. The valid OMB control number for this information collection is 0584-[xxxx]. The time required to complete this information collection is [ ] minutes. I am writing to encourage your participation in the 2024-2025 National School Foods Study, conducted by Mathematica and its research partners, Decision Information Resources and ProTeam for the USDA Food and Nutrition Service (FNS).  
maintaining the data needed, and completing and reviewing the collection of information. 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

Previous FNS studies (such as the School Nutrition and Meal Cost Study, conducted in 2014-2015, and the School Food Purchase Study-III, conducted in 2009-2010) provided critical information to policy makers, program managers, and others about the implementation and impacts of the nutrition standards and the nutritional quality and costs of school meals across the nation. The support of school nutrition professionals was a critical part of the success of these studies. Yet, the school food landscape has changed in the last ten years and we need to capture more up-to-date information as the cost of school meals have increased over time. This study aims to help monitor the increase in the cost of foods served and to inform policy decisions.

[FILL WITH TEXT FROM SUPPORTING ORGANIZATION, IF DESIRED]

Thank you in advance for your assistance. The data collected and analyzed through the National School Foods Study informs future policies for school meals and ensures the meals contribute to a healthier future for children.

Sincerely,

[Supporting Organization(s)]