

SAMPLE PUBLIC HEALTH LETTER
(MUST BE COMPLETED ON PRIVATE ORGANIZATIONS OWN LETTERHEAD)

MEMORANDUM FOR 21 AMDS/SGPM

FROM: (Private Organization name)

SUBJECT: Food Product Information in Support of a Fundraiser

1. (Description of fundraiser)
2. (Area where fundraiser is to take place)
3. (Date of fundraiser)
4. {Time of fundraiser (from __ to ____)}
5. (Products to be sold)
6. (Where products will be purchased)
7. (Who will be handling the food.)
8. (How will the food be maintained at the proper temperature at all times.)
9. If food products will be prepared at a different facility other than the site of the fundraiser, you will need a sign or table card present informing the patrons that the food was prepared at a location not inspected by Public Health.

Signature of Private Organization Rep & Date

Signature of Schriever Military Public Health Rep & Date