**Template Letter to District Administrators**

[Date]

[Administrator title, name and   
address of district office]

Dear [Name],

I’m writing you as a [teacher/staff member] to let you know how important it is to me that [district name] schools are healthy places for students to learn and staff to work. I’m so proud that [school name] was named one of America’s Healthiest Schools by the Alliance for a Healthier Generation. Now, I am asking for your support to make it easier for our students to eat healthy and stay active at school by enrolling all of [district name] schools in Healthier Generation’s program so that they, too, can be named to the list of America’s heathiest.

A healthy school is vital to preparing students for success. Because children spend most of their time at school, schools can be part of the solution by providing healthy food and physical activity opportunities, which positively affect students’ academic and lifelong success. This isn’t just my opinion: Studies show that healthy students perform better on tests, get better grades, attend school more often and behave better in class.

Besides the health and academic outcomes associated with a healthier school environment, healthy schools also make economic sense. It’s estimated that low-income districts spend more than $1,000 per student annually to offset negative effects of diet-related diseases. And school districts can lose tens of thousands to millions of dollars annually in attendance-based state funding due to health-related absenteeism.

It’s not only students who benefit from healthier schools. Staff, too, can improve their attendance and foster more productive classroom lessons when they eat well and stay active. By making the health of students and staff a priority at all [district name] schools, we can improve our students’ ability to thrive, helping them to reach their greatest potential.

Healthier Generation uses an evidence-based process that creates sustainable change in schools by connecting school leaders with resources, trainings and national experts – at no cost. Since its inception, more than 45,000 schools have signed on, committing to working with Healthier Generation to improve their health-promoting policies and practices. Won’t you join them?

I thank you for your time and consideration. Please let me know if I can count on you to enroll all [district name] schools with Healthier Generation. You can reach me at [contact information].

Sincerely,

[Name, title, school]