Dear [insert vendor name]:

The USDA has finalized the Smart Snacks in School nutrition standards for all foods and beverages sold to students during the school day. While we have been ensuring compliance since July 1, 2014 when the interim standards took effect, we want to reaffirm our commitment to compliance with any future changes to the items we are selling in our school.

We are requesting your help with the following:

* When providing lists or samples of available foods and beverages for us to choose from, please only provide products that are Smart Snacks compliant
* If you are unsure of a product’s compliance, please use the following tools from the Alliance for a Healthier Generation:
  + [Smart Food Planner](https://foodplanner.healthiergeneration.org/)
  + [Smart Snacks Product Calculator](https://foodplanner.healthiergeneration.org/calculator/) (this is the only compliance tool verified by the USDA)

In addition, if possible, please provide samples of any compliant products you would like us to showcase to our students. We would like to solicit opinions from our students and incorporate their feedback when possible. Student approval is key to successfully changing foods and beverages in school and learning about their preferences will benefit us as a school as well as you as a vendor.

We look forward to reviewing your products and working with you as we continue to improve the food and beverage landscape on our campus.

If you have any questions, please find my contact information below:

[Insert name and contact information of school or district representative]

Sincerely,

[Insert name and signature of school or district representative]