{letterhead}

{date}

Dear {Site Director or Contact name},

My name is {your name}; I am the {your title and place of work}. We are working closely with {group – e.g., school district, the Y, Boys and Girls Club, etc.} to improve the health and wellness of children in {City} by improving opportunities for physical activity and nutrition in afterschool programs. We have identified a number of afterschool programs that we would like to work with, including your program.

Attached to this letter is more information about the Out of School Nutrition and Physical Activity (OSNAP) Initiative. No activities will take place at your program unless we have your permission. Should you agree to allow the OSNAP Initiative to proceed at your program, please sign the attached Memorandum of Understanding. I will return to pick up the form. *OR (select one)* Please use the enclosed envelope to return the form to me.

Thank you for your time. Please do not hesitate to contact me with any questions. I can be reached by phone at {phone number} or by email at {email address}.

Sincerely,

{name}

{your title}