# REQUEST FOR INSPECTION

NOTICE TO COUNTY SANITARIANS

# [Date]

To the **[Your County]** Health Department,

**[Name of School Food Authority]** would like to notify your office that its sites **[names of all sites that need to be inspected]** are participating in the U.S. Department of Agriculture’s School Nutrition Programs. As a participant in the School Nutrition Programs, these sites are required to have two sanitation inspections each school year, per the Child Nutrition Reauthorization Act of 2004.

**[Name of School Food Authority]** would like to request the required sanitation inspections at your convenience. Please contact me if you have questions. Thank you for your time and attention to this matter.

# [Contact Person] [Address] [Telephone]