

Sample Farmer Letter

[DATE]

Dear farmer,

[SCHOOL DISTRICT] is now accepting price quotes for Missouri grown products for delivery to [SCHOOL NAME] public schools for the [YEAR] school year.

[SCHOOL DISTRICT] is working with Missouri Grown, a program of the Missouri Department of Agriculture, to identify farmers who may have the ability to supply local food for school cafeteria meals.

If awarded a contract by [SCHOOL DISTRICT], farmer(s) may be asked to visit schools within the district and present their product(s) to students and staff as an educational activity and interactive method of introducing farm fresh produce within the cafeteria. All successful farmer(s) may be asked to meet with [SCHOOL DISTRICT] administration to discuss delivery schedules, ordering, payment and availability/seasonality of produce, and to complete a purchase agreement if desired. [SCHOOL DISTRICT] reserves the right to award contracts to multiple farmers.

Please complete the indicated fields for farmers on the **Request for Information (RFI)** form and the **Farm Checklist**. Once completed, submit those back to the Food Service Department at [SCHOOL DISTRICT]. The quotes must reach the below address by [DATE] and be addressed to the attention of [NAME].

Direct all responses, questions, and inquiries to:

Food Service Department

School District:

Address:

City, State, Zip:

Phone:

E-mail:

Sincerely,

[SIGNED]