

## SAMPLE LETTER TO FSMC WHO DID NOT PROVIDE A WRITTEN RESPONSE TO RFP.

_____
<b>SFA NAME</b>
_____
_____
<b>ADDRESS</b>
<b>PHONE</b> (____) _____
<b>FAX</b> (____) _____

<FSMC NAME>  
<ADDRESS>

DATE <\_\_\_\_\_>

Dear Sir/Madam:

On <\_\_\_\_\_>, the <\_\_\_\_\_> sent your company a set of specifications  
(Date) (SFA Name)  
and a request for a proposal to operate the district's food service program for the <\_\_\_\_\_>  
(Indicate Year)  
school year. As of this date, we have not received an official response from you and will  
assume it was your decision not to submit a proposal. Nevertheless, we do need  
documentation to complete our files.

Please forward a letter on corporate letterhead indicating that \_\_\_\_\_ was not  
(FSMC Name)  
interested in submitting a proposal. This will enable the district to meet the requirements of the  
New Jersey Department of Agriculture, Bureau of Child Nutrition Programs.

Thank you for your attention to this request.

Sincerely,

<\_\_\_\_\_>  
(Name)

<\_\_\_\_\_>  
(Title)

c: Kathy F. Kuser, Director, Bureau of Child Nutrition Programs