(Center letterhead here)

Date

Manufacturer Name

Address

Address

Dear\_\_\_\_\_\_\_\_\_\_\_\_:

Our Child Care Program would like to use your product listed on the attached form as part of our USDA Child and Adult Care Food Program (CACFP). Prior to putting your product on our menu, we require specific information to guarantee the product will be *creditable*\* towards the meal components required by USDA Child Nutrition Program regulations.

We/I are/am requesting that you complete the attached form and return it to us as soon as possible. Your product cannot be listed on our menu and served prior to our office receiving this information.

If you have any questions or require clarification about any of the information requested, please do not hesitate to contact us/me.

Thank you for your assistance with this process. We/I look forward to serving your product as part of the nutritious CACFP meals we prepare each day for our participants.

Sincerely,

Sponsor’s name, title

ENCLOSED: *Manufacturer’s Product Formulation Statement* Form

\**Creditable foods: foods that may be counted toward meeting the requirements for a reimbursable meal in each of the five meal pattern components. Reference Document:* [*USDA Food Buying Guide for Child Nutrition Program*](https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)*.*

This institution is an equal opportunity provider.