

Food Safety Check Notification

Date: [Insert Date]

To: [Insert School/Cafeteria Name]

Dear [Recipient's Name],

This letter serves as a notification regarding the upcoming food safety checks that will be conducted at your facility. Our team will perform these checks to ensure compliance with food safety regulations and to promote a safe eating environment for all students and staff.

Scheduled Date of Inspection: [Insert Date]

Time: [Insert Time]

During the inspection, our team will assess the following:

- Food storage practices
- Preparation areas
- Hygiene standards of staff
- Equipment cleanliness

We encourage you to review your current food safety practices in preparation for the inspection. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]