

Food Safety Guideline Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We would like to remind you of the importance of adhering to food safety guidelines to ensure the health and safety of our consumers. This communication serves as a notification regarding the updated food safety guidelines that all food vendors must follow.

Key Guidelines to Follow:

- Maintain proper food storage temperatures.
- Ensure all food preparation areas are sanitized.
- Unload food products with proper hygiene practices.
- Train staff on food safety procedures regularly.

Please ensure compliance with these guidelines by [Insert Deadline]. Failure to adhere may result in penalties or suspension of your food vendor license.

If you have any questions or need further clarification, do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]