

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

We have enjoyed doing business with your company for the last [number of years] years. We would like to inform you that [company name] has recently implemented a [healthy food, vending, catering, etc. policy].

We would like to continue doing business with you but need to ensure that your products will meet our nutrition standards. Please see the attached policy [include a copy of your policy].

Should you require any additional information, please call me at [phone number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Title]