**Subject line:** Invitation to Visit – Child and Adult Care Food Program

Dear [***Title and Last Name***],

My name is [***full name***] and I operate [***name of institution***] that provides nutritious meals through the USDA Child and Adult Care Food Program (CACFP). As a constituent in your [***state/district/city***], I would like to invite you to visit my program in August.

The CACFP combats hunger and brings healthy foods to tables across the country for children in child care centers, homes, emergency shelters and afterschool programs as well as adults in day care. This federal USDA program provides reimbursement to child and adult care operators for serving nutritious meals and snacks to those in their care. CACFP reimbursement also helps to provide affordable child care that supports working families. In addition, the CACFP helps healthy eating start early which contributes to the wellness, healthy growth and development of young children across the country. In [***your state***], [[***number of meals***]](https://www.cacfp.org/assets/pdf/CACFP%2BFact%2BSheet%2Bcacfp.org/) meals are served to [[***number of children/adults***]](https://www.cacfp.org/assets/pdf/CACFP%2BFact%2BSheet%2Bcacfp.org/) children and adults through the CACFP every day.

At [***name of institution***] we serve nutritious meals and snacks to [***number of participants]*** children/adults each day. My organization and those we serve greatly benefit from the CACFP and I would like to show you its impact firsthand. That’s why I would like to invite you to visit us at [***name of institution***] in August. Your visit would include:

1. Welcome
2. Quick Tour
3. Activity with program participants (meal/snack, working in garden, cooking, etc.)
4. Photo Op

I would like to suggest the following days and times for your visit:

* [***Date, Time***]
* [***Date, Time***]
* [***Date, Time***]

We would love to have you visit! If none of the above times work well, we can find a time that works better for you.

[***Name of institution***] is located at [***address***]. [If you have a website: *To learn more about our program you can visit our website at* [***website link***].]

Thank you for your time and I hope to see you soon.

Sincerely,

[***Name***]

[***Title***]

[***Organization***]

[***Contact Information***]