Dear XXXX,

The end of the school year is quickly approaching. The Name of District Child Nutrition Program will be closing its doors for the summer. Although we will not be serving breakfast and lunch during this time, healthy snacks and beverages are still available for purchase from our vending machines. Vending machines can be found in the following locations.

**Vending Promotion**

Location 1
Location 2
Location 3
Location 4

This summer we will be offering prizes for some of our lucky customers. Each healthy snack with a [add description of sticker here] sticker is a winner. I have placed a copy of the sticker at the bottom of this page so you can see what they look like. We need your help to distribute the prizes.

We will direct the winners to come to your office for prize redemption. We will supply you with enough prizes for every sticker in the vending machines. As a token of our appreciation, please choose the first prize for yourself. I have outlined the prize redemption process below.

1. Winner purchases healthy beverage or snack marked with a sticker (see sticker samples below) from one of our vending machines.
2. The signs at the vending machine will direct the winner to your office for prize redemption.
3. When a winner arrives with a sticker, collect and destroy the sticker.
4. Allow the winner to choose a prize from the box of prizes we have supplied to you.

It’s as easy as that. If you have any questions about the process or prizes, please contact me at the number listed below during the summer.

Place
Sample Sticker
Here

Sincerely,

[Name]
[Title]
[Summer Phone Number]

Place logo here