

Council Address

August 31, 2012

To Whom It May Concern:

We have recently received communication/a letter that our school canteen will be inspected this year and that there are fees associated with this.

Our school believes that it is very important that food inspections are conducted on a regular basis in all food service outlets including school canteens to ensure compliance with the *Food Standards Code* and support local councils in carrying this out.

Our parent body operates our school canteen, with any profits being fed back into the school for resources for the students. In the past we have provided desperately needed {insert items}. We have {insert number} volunteer parents from the {insert council name} community giving their services so that these profits are achieved.

As a not-for-profit body we endeavour to provide healthy food choices and model good eating habits to the children of {insert council name}.

We understand that not-for-profit organisations will not be charged the administration fee.

We are writing to ask the Council to consider waiving or reducing the inspection fee as a way of offering support and sponsorship to our local school.

Looking forward to a favourable response.

Kind Regards,