{Company Letterhead / Logo}

TO: Lauren Griswold

Local Food Access & Farm to Institution Program Director

Vermont FEED & NOFA-VT

laureng@nofavt.org

{Date}

Dear Lauren:

With this letter, we attest that the following products are considered Vermont local, under the [**processed food product**](https://agriculture.vermont.gov/sites/agriculture/files/doc_library/Local%20Definition%20One%20Pager%20AOE%20FEED.pdf) category. As such, purchase of the following products by Vermont schools will count towards their eligibility for the Local Foods Incentive grant program. This letter qualifies the following products for School Year 23-24.

* Product A
* Product B
* Product C
* *If there is a long list, include as an attachment or addendum*

This determination is made on the basis that the ingredients for the aforementioned processed food product/s, (meaning more than 50 percent of all product ingredients by volume, excluding water) are raw agricultural products that are “local” to Vermont.

|  | I attest that the above statement is true. |
| --- | --- |

Additionally, the aforementioned processed food products meet at least one of the following criteria:

|  | The product/s listed above have been processed in {Town}, Vermont. |
| --- | --- |
|  | {Company Name} is headquartered in {Town}, Vermont.  |

{Optional personal statement.}

Sincerely,

{Signature}

{Name}

{Title}

{Business/Company}

{Phone}

{Email}