

**Date here**

Dear Parents,

As you know, Spring break is quickly approaching. I am writing to let you know that Linwood and our Backpack Buddy Program Volunteers would like to continue its food distribution through the break.

Since the school will be closed, volunteers will be distributing the food at **Your Location** located at **Your Address** on Friday, **Date** from 9:00 to 11:00am. Please come to the front door of the church. Volunteers will be waiting there.

It will be important that a parent comes with or without the student to pick up the food as we plan to send home ten meals for each child. The load will be heavy.

We hope that this program has been of some help to your child and family. Please have a safe and fun Spring break. We will look forward to seeing everyone back at school beginning in April.

Please bring this letter with you when you pick up the food. It will verify your participation in the program.

Sincerely,

Your Principle