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Date:

Dear [Name of Food Service Management Company],

I hope this letter finds you well.

I am writing to all Food Service Management Companies (FSMC) that will be attending the mandatory walk-through for the attached RFP on March 10, 2025. We will be allowing optional presentations for your company on the morning of March 10, 2025. If you are interested in presenting, please call me at 712-428-3355 x. 326 prior to March 1, 2025. We will then discuss the length and time of the presentation.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

Jay Lutt