

**[Agency Heading/Logo]**

**[Date]**

**[Client Name]**

**Client Street Address**

**City, State Zip code]**

Dear **[Client]**,

Due to circumstances surrounding the Coronavirus Disease (COVID-19), we are writing to inform you that the **[insert center name]** will need to suspend congregate meals until **[insert date]**.

To assure you still receive nutrition services, our center has elected to:

- Provide shelf-stable meals at the **[insert center name]** available for you to pick up
- Deliver shelf-stable meals to your home address on file

We appreciate your understanding and cooperation as our staff follows all precautions to prevent spread of the disease. If you have any questions or concerns, please call us at **[888-888-8888]**. To learn more about COVID-19, you can visit the Centers for Disease Control website at [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19).

Sincerely,

**[Insert name]**

**[Insert Title]**