

[Date]

Dear [insert contact name or restaurant name]:

I'm writing you on behalf of *BodyWorks*—a nutrition and physical activity program for families— to inquire about a possible breakfast donation to support a training that we will hold in [insert city/state] on [insert date and time]. We will be holding a *BodyWorks* train-the-trainer program for participants that will come from various organizations in the area to implement this program. We are asking [insert restaurant name] to donate bagels and/or fruit for approximately 15 to 20 people so that we may provide our participants a healthy breakfast during this 8-hour training. In return, we will be more than happy to promote [insert restaurant name] to the participants and encourage them to visit you for lunch/snack break during the training.

The *BodyWorks Program* is designed to help parents and caregivers and adolescent girls improve family eating and activity habits. The program focuses on parents as role models and provides them with hands-on tools to make small, specific behavior changes to help maintain healthy weight and prevent obesity, while teaching girls strategies to build lifelong healthy habits. Visit our Web site at <http://www.womenshealth.gov/bodyworks> for more information.

Our hope is that [insert restaurant name] will be interested in supporting our initiative to improve family eating and activity habits in [insert city, state]. By doing so, the participants that become trained will be encouraged to use your services as they hold their own local trainings and programs.

Thank you in advance, your support is greatly appreciated. If you have any questions, please feel free to contact me at [insert phone number and/or email address]. I hope to hear from you soon.

Best of Health,

[insert contact info]



U.S. Department of Health and  
Human Services  
Office on Women's Health



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