

1. Draft Email to request Free or Reduced Lunch verification letter.

Email Pam Swanson (pamela.swanson@ops.org) at Nutrition Services to request a copy of the letter. Requests can take 2 weeks to process. **You must have your letter to complete a fee waiver or to qualify for specific opportunities.** Use the email sample below in drafting your email.

To PS Pamela Swanson ✕ pamela.swanson@ops.org

Cc

Request - Lunch Letter for future opportunities

Include sender address, Subject line (Request...), and use the text from this example.

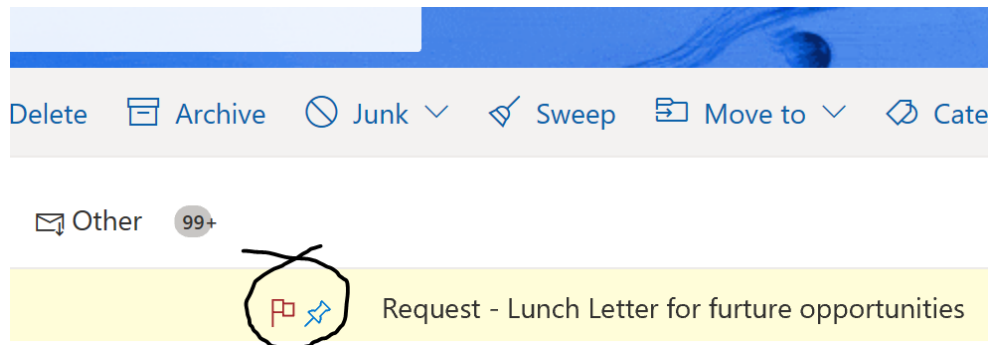
Dear Mrs. Swanson,

Please provide me with a .PDF copy of my free and reduced lunch letter for applications, waivers and needs based opportunities.

Thank you for your assistance on this matter.

<Your Name Here>
<Your Student ID Here>
<Your School Here >

2. Save your information. DO NOT DELETE your email please keep so that you can easily access it as needed. You may want to send a copy to your personal email and/or parent or guardian. You may also flag and point your email for future use, see screen shot below on how.



Please be aware of the following times when you will need to present your letter to your school counselor for assistance:

- ACT/SAT/PSAT fee waivers***
- College Application fee waivers***
- FAFSA support***
- Scholarship support***