

(Date)



To Whom it May Concern,

I am writing to request a meeting with you to learn about food options available to me because I have Diabetes. I am a new student to (name of school) and usually eat my meals (name of dining hall). I am on the (type) meal plan. Some of the things I would like to discuss include: (sugar free dessert options, ability to take food out of the cafeteria so that I can balance my food intake and blood glucose throughout the day, the possibility of weighing and measuring some food, access to information about recipes if needed, and any additional things you might want to talk about) and being able to request that some foods be purchased for me. Thank you for your assistance. I look forward to meeting with you soon.

Sincerely,

(Your Name)

(Your Residence Address)

(Your school email)

(Any other contact information you wish to have)

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*Note: You can find names and emails of individuals you should contact on the Food Service Website for your school, or you can write a general email, print it out, and hand deliver it to the Food Service Director's office, or give it to the manager or chef on duty at the dining hall where you eat.*