

**Sample Cover Letter to Accompany WIC Outreach Materials**

*(Local Agency Letterhead)*

*(Date)*

*(Name)*

*(Agency)*

*(Title)*

*(Address)*

*(City, State, Zip Code)*

Dear *(Contact Name)*,

The *(Local Agency Name)* is continuing an effort to increase awareness of the positive impact that the WIC Program has on its participants. WIC Program information is being distributed to other health, education and social service programs in the community.

A “WIC Kit” is enclosed. It contains the following information: a *(Local Agency Name)* brochure and fact sheet; the WIC income guidelines; WIC food list; a list of area WIC grocery stores; and *(Other Information and/or Materials including Breastfeeding Promotion Materials, Nutrition Education Handouts, Referral Forms, Etc.)*.

I look forward to working with your agency to promote the WIC Program in our community. Please feel free to contact me at *(Phone Number)* if you have any questions about the enclosed materials.

Sincerely,

*(Name)*

*(Title)*