**School Letterhead**

**(SAMPLE – Peanut Allergy Letter For Schools)**

(Date)

Dear Mr. and Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

Thank you for your letter informing us about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of student)’s peanut allergy. While we will do whatever we can to minimize \_\_\_\_\_\_\_\_\_ ’s exposure to peanut containing products, please be advised that we cannot guarantee \_\_\_\_\_\_\_\_\_\_\_\_\_ a peanut-free environment. We cannot preclude parents from giving their children peanut butter and jelly sandwiches, peanut butter cookies or peanut containing products in their lunches or for their snacks. Even if we were to make such a request of them, there is no way that compliance with such a request can be monitored or enforced.

However, the school health coordinator will inform the faculty about \_\_\_\_\_\_\_\_\_’s peanut allergies and our head room parent will communicate with room parents that when they have class parties, they should not provide any peanut containing products when they prepare food for the party. There may be occasions when you will be asked to provide food for class parties that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can safely eat.

While we will endeavor to reduce the risk of peanut exposure to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we may not be able to prevent it altogether. If you wish \_\_\_\_\_\_\_\_\_\_\_\_ to continue at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the above understanding, please sign and date a copy of this letter acknowledging your acceptance of the risks of peanut exposure and return the signed copy to us. It would also be helpful for us to have a doctor’s letter on file regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_’s medical condition.

Once again, thank you for your support. If you wish to discuss this further, please give me a call. Sincerely,

Principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge and accept that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not a peanut-free environment and cannot guarantee that my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , will not be exposed to peanut containing products while at school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date