# Sample Cover Letter

Dear Learner,

Welcome to the first part of your ServSafe® Food Protection Manager Course. In this packet you will find all the information you need to prepare for your class and the ServSafe® Food Protection Manager Certification Examination.

We have a lot of food safety principles to cover in a short amount of time. I strongly encourage you to read the enclosed book before arriving to class. It contains information that will help you prepare for the exam. I also strongly encourage you to review the ServSafe® Food Protection Manager Certification Examination Examinee Handbook to help you prepare for the certification exam. The handbook is located at: <http://www.servsafe.com/downloads/pdfs/handbooks/ssfs-examinee-handbook>

Also included in this packet are an 80-question diagnostic test and an answer key. After you have finished reading the book, please complete the 80-question diagnostic test. Then, use the attached answer key to score your test. The answer key will point out problem areas and direct you to the appropriate section of the book for further study. Please send me a copy of your marked answer key in the enclosed envelope. The results of this test will help me to determine which areas require extra attention in class.

Your class will be held on:

Date

Time

Location

You play a vital role in protecting the public from foodborne illnesses, and I look forward to your participation in the upcoming class.

Sincerely,

[Instructor’s Name]