**[Your Logo Here]**

**date returned:**

**hh size:**

**id#:**

Dear Community Member,

It’s that time of year again when we ask you to renew paperwork for the pantry.

The attached forms are provided by Good Shepherd Food Bank of Maine and the USDA [TEFAP form]. The [Name of Agency] asks that you complete them so that we can continue to get low or no cost food for the pantry.

Everything you share with us is kept securely in electronic form and no personally identifiable information is shared with any other organization beyond the GSFB network. We will only use the information you provide to offer the best service possible, not to restrict how much or how often you get assistance.

The information also helps us tell the story of who in our community needs some extra help. People making decisions at the town, state, and federal level sometimes don’t understand that working folks and people receiving benefits still can’t afford basic expenses. As we advocate for more and better support, it’s important that we be able to speak the numbers language that the media and policymakers have come to expect.

If you have any questions about completing these forms, or if you prefer to have someone help you complete them over the phone, please call, text or email:

[Agency Contact]

[Phone Number]

[Email]

Many thanks in advance for renewing with us. We look forward to serving you this year!

Best,

[Agency Representative]