



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

KIRK COLE
INTERIM COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

Attn: Mr. John Doe
ABC Company
123 Main Street
Austin, TX 12345

License # 123456
Physical Address:
123 Wall Street
Austin, TX 78754

RE: Firm Assessment on Severe Weather Impact May 2015

Attention Firm Representative:

Due to the recent severe weather that has affected the state, the Department of State Health Services (DSHS) is assessing the impact of the weather's effect on retail food establishments. Your firm has been identified as possibly having been affected by the severe weather, and we'd appreciate knowing about your situation. I'm sure you'll agree that food safety is a primary concern and we'd like to ensure that pertinent safety measures have been implemented in the wake of any business disruption you might have experienced.

To assist us in determining the extent of damages affecting retail food establishments throughout the state, we are asking you to complete a self-assessment at <http://www.May2015WeatherEvent.questionpro.com>. A copy of the survey is enclosed for reference. By completing this assessment, you will help us identify and prioritize our efforts to assist businesses to resume safe food management practices.

If you do not have access to the internet, please use the enclosed document and mail or fax the self-assessment to:

Public Sanitation and Retail Food Safety Group MC 1987
Environmental and Consumer Safety Section
Texas Department of State Health Services
P. O. Box 149347
Austin, Texas 78714-9347
Fax (512) 834-6707

Please respond no later than ten (10) business days after receiving this letter. If you have questions or concerns, please call the Public Sanitation & Retail Food Safety Group at (512) 834-6753.

Thank you for your participation.

Sincerely,

Name of the Addressee

DATE

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Christopher Sparks, Manager
Public Sanitation and Retail Food Safety Group