

Dear [Representative name]:

As one of your constituents, I am writing to you today because I am gravely concerned about the impact that Coronavirus is having on our small business community. On average, small businesses are seeing a 70% decrease in revenue as a result of shelter-in-place orders and general fear around this pandemic. The government response has been too slow and is not enough to service all of the impacted communities. The \$350 billion of federal funding earmarked for small businesses is too little—small businesses represent over \$9 trillion of our economy. Public safety is, of course, the number one priority. That is why **I implore you to take and support the following actions:**

[For local government reps - delete for others]

- Issue grants and subsidies to small businesses for commercial rent through July 2020.
- Waive municipal monthly licensing fees for small businesses through July 2020.
- Put forward legislation to provide low-interest emergency loans.

[For State reps - delete for others]

- Issue grants and subsidies to small businesses for commercial rent through July 2020.
- Waive state monthly licensing fees for small businesses and prorate back yearly licensing fees through July 2020.
- Put forward legislation to provide state backed low-interest emergency loans.

[For Federal rep - delete for others]

- Issue additional waves of grants and subsidies to small businesses for commercial rent through July 2020.
- Ensure **any** discretionary funding bills include access to those funds for small businesses.
- Put forward legislation to provide federally backed low-interest emergency loans and remove counter-productive layoff penalties in loan forgiveness clauses.

Thank you for taking my concerns seriously. **More than ever we need leaders like you to take action in advocating for our community.**

Best regards,
[your name]
[you city and state]