

DATE

Dear INSERT LEGISLATOR HERE

First, I want to thank you for the work you are doing to serve our business community during this unprecedented time of a global pandemic. As I am sure you are aware, the economic impact of this pandemic threatens to linger way beyond the time of the health crisis itself.

I am a small business owner in the City of \_\_\_\_\_, where I have owned and operated (name of business) for \_\_\_ years. In the past month I have had to reduce my work force by \_\_\_\_\_% and have seen overall revenues drop by \_\_\_\_\_%.

Small businesses are the heart of our communities; and we are suffering at no fault of our own. We need your help today.

I am a member of the **Beaverton Area Chamber of Commerce**, which is part of ***The Save Small Business Coalition***. They have been working from day one to find a path that will assist small businesses quickly and effectively with business continuity.

The Coalition is advocating for a relief vehicle, the ***COVID-19 Business and Employee Continuity and Recovery***, modeled after the 9/11 Victim Compensation Fund. The fund is meant to help businesses retain and rehire employees, maintain worker benefits and help cover operating expenses such as rent. It may also provide funds for payroll, lost income of sick employees, and lost business revenues.

I urge your support of this effort. Many small businesses need funds right now in order to avoid permanent closure. The survival of small businesses like (name of business) depends on your leadership.

Thank you in advance for your support of Oregon's vital small business.

Sincerely,

Name, Title  
Business Name  
Physical Address  
Email Address  
Phone Number