

**FOR CLIENT/POLICYHOLDER - SAMPLE FORM LETTER TO MEMBERS OF US HOUSE OF REPS & SENATE
05/13/20**

Honorable NAME
U.S. House of Representatives / U.S. Senate
ADDRESS House Office Building / Senate Office Building
Washington, D.C. 20515 / 20510

Dear Representative / Senator:

I write you today as our country's economic health faces historic challenges. Recent legislation was critical in protecting our health, equipping our heroic frontline workers, and helping companies weather the economic turmoil. But the crisis continues to threaten jobs and health insurance throughout our community. To help mitigate the economic damage, I respectfully ask you to support America's Recovery Fund.

COMPANY NAME employs XXX amount of employees in CITY, STATE. [insert company information].

America's Recovery Fund is designed to help millions of businesses across the country to continue paying debt obligations and employees' salaries and benefits as they endure the COVID-19 pandemic. We join companies that collectively represent 58 million American workers (45% of the American workforce) from numerous sections of the economy in asking for your support for this program.

Through a grant-based federal assistance program, America's Recovery Fund would provide funding to help America's businesses – of all sizes – to retain and rehire staff, pay rent, adapt to new requirements, meet certain debt obligations, and pay state and local taxes. The fund would include strict federal oversight and anti-abuse mechanisms, and be a vital lifeline to businesses, communities, workers, and state and local governments that rely on their success to support local economies. As legislative solutions move through Congress, we respectfully urge you to support the creation of America's Recovery Fund.

Please do not hesitate to contact me at [INSERT EMAIL] with any questions.

Sincerely,

[SIGNATURE OF CEO/PRESIDENT OF FIRM]