Dear (Official or Elected Representative),

As we navigate these unprecedented times with the Coronavirus (COVID-19) spreading across the world and Governors Declaring States of Emergencies, shutting down restaurants, bars, taverns and limiting the number of people in public gatherings my catering business has been decimated in less than one week.

As a proud business owner, employer and member of my community I need assistance quickly if I hope to have a chance to rebuild my business and livelihood.

Public officials had to make hard decisions that impacted everyone for public safety.  With that said, I still have obligations, bills to pay, staff that depend on me for their families and I cannot do this without your help.  I hear about the Federal Government potentially providing assistance to the Airlines and other potential assistance in the near future and I am in need of that but I am dealing with bills and employees TODAY!

On behalf of my company, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, local catering companies, and the International Caterers Association (ICA), we would like to request the following issues to be addressed to off-set our business losses immediately.

1. Eliminate any licensing fees that are due in the next 12 months
2. Eliminate any mandates for businesses such as - required number of trash pick ups per week, recycling requirements, advance staff scheduling requirements - please add and delete according to your jurisdiction
3. Extend tax deadlines and do not add any interest or penalty
4. Put on hold any new laws, regulations, mandates that would start in the next 12 months

I would welcome a roundtable discussion with you to identify additional ideas that will help businesses stay afloat and people employed during this time.

I want to be a productive member of our community and rebuild my business but I cannot when my ability to do business has been eliminated for public safety.  How can we work together for everyone’s good?

Thank you for reviewing this and for considering these requests to off-set expenses since I have lost all business sales and production during the COVID-19 pandemic. I look forward to hearing from you very soon.

Thank you,

Your Name
Title

Company

Email Address