**Letter Instructions**

* This letter is to be used by **organizations and businesses** who wish to support NLC’s federal ask to Congress for direct relief to cities, towns and villages across the country.
* To use, please follow these simple steps:
	1. Download letter to your computer.
	2. Place letter on your organization’s letterhead and feel free to add a paragraph or language that is specific to your organization’s city, town or village.
	3. Please make sure to fill in the **BOLDED** sections below with your individual information.
	4. Send the letter directly to your Senator and Members of Congress.
	5. Letter should be emailed to the Member’s Chief of Staff.
	6. Please share a completed copy of the letter with NLC at advocacy@nlc.org
* Any questions can be directed to Stephanie Martinez-Ruckman at 202-626-3098 or martinez-ruckman@nlc.org.

**Form Letter**

May X, 2020

[Insert Senator/Rep address]

Dear Senator X:

As Congress considers additional federal assistance packages in the wake of the COVID-19 pandemic, it is critical that you include direct relief to cities, towns and villages.

Businesses and community organizations across our country depend on the economic strength and vitality of municipalities. Not only do our nation’s cities provide an anchor for local economic development, they also provide the essential services that businesses depend on to ensure we remain competitive, including access to clean water, public safety, reliable infrastructure and a strong workforce base. Without a lifeline to recover and restore local economic activity, cities, towns and villages will be forced to make cuts to essential services that will have a ripple effect across the public and private sectors.

For organizations such as **[fill in the name of coalition partner name],** based in **[city, state]**, it is because of our strong community partnership that we can thrive. The strong leadership of our local elected officials, and the partnership they have provided to local businesses is critical to our success. If cities fail to thrive, we all fail to thrive.

We know that you understand the importance of this relationship in our great state of **[insert state]** and we hope that we can rely on your support for legislation that includes:

* $500 billion over two years of federal aid for local governments
* Fair and direct funding allocations to each and every local government, with no exclusions based on population
* Equal funding overall for municipal governments and county governments
* Maximum flexibility for the eligible use of funds to address the budget consequences of the COVID-19 pandemic

Thank you for your leadership on this important issue.

Sincerely,

**[name]**

**[title]**

**[organization]**