Senator Marco Rubio Senator Rick Scott

284 Russell Senate Office Bldg. 716 Hart Senate Office Bldg.

Washington, DC 20510 Washington, DC 20510

April 13, 2020

Dear Honorable Senators,

My name is ***(fill in your name here)****.* My business is ***(fill in business name here)***, and it is located in ***(fill in the name of the city if which your business operates)****.* We’ve been in operation for ***(fill in period of time)*** and we typically employ ***(fill in the number of employees you employed prior to Coronavirus)***. I’m grateful for the very important steps you and your colleagues have taken to address the economic impact of the COVID-19 pandemic.

The impact to my business has been devastating. ***(describe the impact to your business here: number of employees affected, revenue lost, etc.)***

You’ve done so much, but you can’t stop now. My employees and my business need you to keep doing this good work. Please advocate for and support the following key action items:

* Revise the loan restrictions to reflect the current realities of conducting business. There should be a requirement of no more than 50% spent on payroll.
* Allow flexibility in the timing for the use of PPP monies. Right now, the legislation requires use of the loan within eight weeks. It’s going to take much longer than that for businesses to return to full operations.
* Make sure the loan terms are what they were intended to be. The PPP bill says the loans have a 10-year maturity date, yet the Department of the Treasury has mandated that the loans have only a two-year term. Recovery is going to take longer than two years.
* Allow PPP recipients to defer payroll taxes owed this year.
* Facilitate better and more targeted delivery of dollars. Businesses are struggling to access these dollars. Small businesses are especially challenged. Future legislative efforts need to address the ability of small businesses to access this much-needed relief.
* Improve other programs that could help struggling businesses. Improving access to Economic Injury Disaster Loans (EDIL) and improving the Employee Retention Tax Credit (ERTC) could also go a long way to assist struggling businesses and encourage continued employment.

It’s going to take a long time for my business to get back to normal. But I want my business to survive. I want to continue employing my great staff and being a positive corporate citizen in my community. I can’t do this on my own; I need your help to do this. Please don’t let me down.

Sincerely,

***(Fill in your name here)***

***(Fill in the name of your company)***