April XX, 2020

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| The Honorable Nancy Pelosi, Speaker  United States House of Representatives  1236 Longworth House Office Building  Washington, D.C. 20515 | The Honorable Mitch McConnell, Leader  United States Senate  317 Russell Senate Office Building  Washington, D.C. 20510 |
| The Honorable Kevin McCarthy, Leader  United States House of Representatives  2468 Rayburn House Office Building  Washington, D.C. 20515 | The Honorable Charles Schumer, Leader  United States Senate  322 Hart Senate Office Building  Washington, D.C. 20510 |

**RE: Critically Needed Support for Associations During Coronavirus Pandemic**

Dear Speaker Pelosi and Leaders McConnell, McCarthy and Schumer:

On behalf of [INSERT BOILERPLATE LANGUAGE], I implore you to include associations and other Section 501(c)(6) organizations like mine in the Paycheck Protection Program (PPP) or similar relief programs within COVID-19 aid packages now under consideration. The association community, alongside workers, businesses and nonprofits across the country, continues to suffer immense harm from this crisis.

[Insert organization name] is grateful Congress is supporting many Americans and businesses throughout this pandemic. Associations like mine, however, were excluded from significant portions of the most recent legislation, the Coronavirus Aid, Relief and Economic Security (CARES) Act. Without support – specifically access to the PPP – associations will be forced to reduce staff and could even cease operations as a result of insurmountable revenue loss from event cancellations while continuing contracted educational programs – all amidst sharp membership declines. Associations are depleting precious reserve funds as you read these words.

[INSERT YOUR ORGANIZATION’S STORY / DATA]

Thank you for considering my urgent appeal and for your continued service to our country during this challenging time. If you have questions, please contact me at [Insert contact information].

Sincerely,