June XX, 2020

[INSERT YOUR LEGISLATORS, IF APPLICABLE]

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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, LeaderUnited States Senate317 Russell Senate Office BuildingWashington, D.C. 20510 |
| The Honorable Kevin McCarthy, LeaderUnited States House of Representatives 2468 Rayburn House Office BuildingWashington, D.C. 20515 | The Honorable Charles Schumer, LeaderUnited States Senate322 Hart Senate Office BuildingWashington, D.C. 20510 |

**RE: Support for the Skills Renewal Act of 2020 (H.R. 7032 / S. 3779)**

Dear Speaker Pelosi and Leader McCarthy, Leader McConnell and Leader Schumer:

On behalf of [INSERT BOILERPLATE LANGUAGE], I urge you to pass, or include such legislation in the next COVID-19 relief bill, the Skills Renewal Act of 2020 (H.R. 7032 / S. 3779). This important bill would provide Americans who have been laid-off or furloughed as a result of COVID-19 a $4,000 tax credit to pursue post-secondary skills training and credentials and thereby help reestablish their welfare and wellbeing.

Introduced in the House of Representatives by Representatives Derek Kilmer (D-WA), Susan Brooks (R-IN), Terri Sewell (D-AL) and G.T. Thompson (R-PA), and in the Senate by Senators Amy Klobuchar (D-MN), Ben Sasse (R-NE), Cory Booker (D-NJ) and Tim Scott (R-SC), the bipartisan Skills Renewal Act will undoubtedly support nonprofit associations and others who offer workforce development programs and will increase access to job opportunities for Americans who have faced employment setbacks due to the pandemic.

[INSERT YOUR ORGANIZATION’S STORY / IMPACT 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,

[NAME]

[TITLE]

[ORGANIZATION]