[Month] [Day], [Year]

[Addressee]

Dear Governor [NAME],

**On behalf of the National Association of Women Business Owners (NAWBO) [CHAPTER NAME] Chapter, we are reaching out during this time of national crisis to shed some light on how this pandemic is impacting [STATE]’s small businesses and how your leadership can improve the environment for our local businesses.**

As you may know, NAWBO was founded in 1975 to serve as the first advocacy organization on behalf of all women business owners. Still today, we are advocating on behalf of women business owners. While our businesses face some unprecedented obstacles, we believe there are some actions that can be taken to help our local communities.

As businesses attempt to avert closure and families struggle amid the pandemic, we would ask the following:

* Delay the state sales tax reporting requirements,
* Prohibit any evictions from taking place during this time,
* Prevent utility companies from shutting off service or charging late fees, and
* Consider starting a state small business loan fund or encouraging mayors to start city loan funds. (San Francisco has created a relief fund and is deferring business taxes and fees, the City of Seattle started a Small Business Stabilization Fund that will offer grants up to $10,000, and Washington state is offering no-interest loans to small businesses.)

In addition, we hope you will use your position to speak to our nation’s leaders about the need for stimulus for America’s small businesses. We do not want to accrue more debt. We need cash to get us through this stretch. We know if you are echoing our voice on a national level we will see results for our nation’s small businesses.

We look forward to working with you and your staff to keep our state’s small business owners, many of whom are women, thriving. Please let us know if you have any questions.

Sincerely,

XXXXXX XXXXXXX

NAWBO [Chapter Name] President