**Note: Remove and replace highlighted text before sending.**

(CITY LETTERHEAD)

The Honorable (NAME)  
(ADDRESS)  
(ADDRESS)

HR6467 Coronavirus Community Relief Fund Letter Template

Dear Representative (NAME):

As a city leader and a constituent, I am writing on behalf of (CITY) to express our support for [H.R. 6467](https://www.congress.gov/bill/116th-congress/house-bill/6467), the *Coronavirus Community Relief Act,* and to urge you to cosponsor this bill. This bill would create a coronavirus relief fund for units of local government with a population of 500,000 or less.

Cities are on the front lines of responding to the COVID-19 public health crisis and desperately need direct financial support from the federal government. Cities are anticipating loss of revenue, resulting in cuts to critical public services. The federal government must ensure every city, town and village has direct access to emergency funding.

The virus is also taking a toll on first responders, utility workers, and sanitation workers who are out in the community every day putting their own lives at risk to protect the public’s health and safety. Without federal support, the cities working so hard to provide these critical services, particularly small cities, will struggle to survive. So far, small cities have been left behind in federal legislation to address the coronavirus. Immediate action is needed to support these communities.

(Include a sentence or two describing the impact on your city’s revenues for the upcoming year and longer term estimates, estimated expenditures and examples of expenditures related to the virus, staffing concerns, or impacts to local service provision. Your local examples are especially important to “put a face” on this issue and the needs of cities regardless of population size.)

On behalf of the residents, families, and businesses in (CITY), I urge you to support and cosponsor H.R. 6467 to provide direct federal aid for local governments with a population of 500,000 or less to help us face mounting challenges related to COVID-19.

If you have any questions about H.R. 6467 or you would like to cosponsor, please contact Bo Morris with the office of Congressman Joe Neguse at [bo.morris@mail.house.gov](mailto:bo.morris@mail.house.gov) or 202-225-2161.

Sincerely,

(NAME)  
(TITLE)