

Dear <insert "Senator" or "Representative"> <Last Name>,

My company, <Insert Company Name> is a <describe your company, for ex. aviation spare parts supplier> in <City, State>. I am writing to ask you to support the aviation supply chain in addition to the airlines in any efforts to rescue the U.S. aviation industry.

The COVID-19 pandemic has basically shut down our business as our airline customers have stopped operating, and more importantly have discontinued payments to suppliers like us. Airlines all over the world all halting business. This will cost us millions of dollars in losses and we fear we will not be able to pay our employees.

- We currently employ <XX> number of employees.
- We've been in business for <number> years. <insert your website>
- Financial aid given to us will go to employees
- Financial aid given to us will directly help the local community.

I urge you to pass legislation to not only support the airlines, but also the airline industry supply chain. Please include all of us in the rescue package, the money given to small business is used in the community. Don't forget the smaller middle market companies in your rescue legislation. I'm available to speak at <Insert phone number>. Thank you for your consideration and support.

Respectfully,
<Your NAME>