Hon. [Name of Local/State Official]

[Address 1]

[Address 2]

Dear [Title] [Last Name]:

I am writing to request that our manufacturing and/or distribution facility be designated as “essential” so we can continue supporting thousands of employees and entrepreneurs in these tough economic times.

[Include a description of your company and the facility in state. Include number of employees at facility, salesforce and sales numbers statewide if possible].

Our direct selling business model enables individuals to work from home. To keep our salesforce members and customers safe, we have asked them to abide by all orders prohibiting non-essential retail. This includes refraining from hosting or promoting any home parties, in-person events, or face-to-face selling, recruiting or other business interactions during this time.

Much of our salesforce has experience and we have tools for them to conduct their businesses with digital tools. However, a major aspect of direct selling is in-person interaction to try and experience products before you buy them. So the restrictions on in-person interactions will likely result in a decrease of sales until the order expires.

Now more than ever, we need to support our salesforce. Many of whom may look to the business for their only source of income for the time. They can make sales from home and products can be safely delivered to customers through USPS, FedEx or UPS. It is imperative that our supply chain stay intact so they can continue uninterrupted.

We would like to request that your order designate manufacturing and distribution facilities supporting **“businesses that can provide contactless delivery and enable people to work from home” as essential.** This will support small business owners and the economy. All individuals working at these facilities will abide by social distancing as well as state and federal guidelines to provide a safe environment.

Please let me know if you have any questions. We look forward to working with you.