Template Company Communications to Field

Dear Consultant,

In light of [STATE GOVERNOR NAME]’s order to close all “non-essential” business in [STATE] by [DATE AND TIME], we’d like to reinforce our commitment to your health and safety as we navigate these unprecedented times together.

To keep you and your customers safe, please refrain from hosting or promoting any home parties, in-person events, or face-to-face selling, recruiting or other business interactions during this time.

The Governor’s order allows electronic shopping and mail order operations to remain open. As such, you can continue to direct your customers to your Personal Website for their shopping needs and conduct online parties using our direct shipping option. The order also allows business operations that can be conducted from home to continue, so you can contact your customers by phone, email and social media to promote products and take orders.

*Specifically, [COMPANY NAME] has created a resource for you and you can find this at this link.*

***Sample description of a company resource page:***

* *The Party Page feature on your Workstation allows you to create a custom online party experience that can be shared via email and social media, making it easy for you and your Hosts to collect online orders and earn Host Rewards. Look for the Party Page in the Orders section of your Workstation. During this closure, all orders should be shipped directly to your customers.*

As we are living in a digital age, you’re welcome to continue to conduct business via email, text, social media and any other online platform. However, please honor the social distancing guidelines in place and avoid in-person deliveries, meetings or gatherings of any kind.

The health and well-being of you and your customers is always on our mind, and we want to assure you that we’re taking every precaution to protect you and your loved ones. We will get through this together.

Sincerely,