

<<Insert LOGO here>>

<<if you do not have a logo  
Insert Name, Business Name  
and Business address here>>

Date

Recipient Name  
Recipient Title, Recipient District  
Oregon State Legislature  
900 Court Street  
Salem, OR 97301

Dear **Recipient Name**:

My name is [xx] and I have been in the homebuilding industry for [xx] years in [xx] county. We specialize in [describe your business] and employ as many as [xx] Oregonians each year with family wage jobs.

Thank you in advance for your response to the Covid-19 crisis and for supporting businesses like ours in your community. The coronavirus crisis has had a significant negative impact on all of us and I know you have been inundated with constituent letters, so I will be brief. The most significant impact on my business has been delays to our anticipated construction schedule which results in increased costs during a time when we are experiencing a reduction in income. As we do everything we can to provide a safe job site by limiting the number of workers on any site at one time, our costs grow. It is also our top priority to keep employees on the payroll and out of the unemployment line. To accomplish this we are asking for your help with some short term relief.

As the legislature considers policies to support small and mid-sized businesses like mine, please support a **delayed implementation of the corporate activity tax (CAT)** for a minimum of two quarters to protect cash flow and allow us to keep Oregonians employed. While federal loans and grants may be helpful, it is too early to know whether my business and employees will benefit. It certainly cannot solve our immediate cash flow problem.

Please consider the commercial activity tax impact to payroll during this time of declining revenue. Your support of a CAT implementation delay would help local employers like us during this disaster and help our local recovery to ensure jobs are available in the future.

Thank you for your consideration.

Sincerely,

<<insert signature>>