Rishi Sunak MP

Chancellor of the Exchequer

HM Treasury

London

SW1A 2HQ

[INSERT DATE]

Dear Chancellor

**Re; Urgent financial support for Leicester businesses**

I am writing as a business owner in Leicester city centre in response to the announcement the city will continue to be subject to enforced business closures.

I am the owner of [INSERT BUSINESS NAME], a business located within the lockdown area. Our doors have been closed since 23 March; we have done this to protect the health of our community, but it has left us fighting for our own survival. My story is just one example that is replicated hundreds of time across the city.

[Insert information about how lockdown period affected your business]

The national support packages introduced in April provided a valuable lifeline, but now in Leicester we find ourselves facing extended restrictions. We must sit and watch, helpless, as our peers across the country and our competitors in the county open their doors and begin their road to recovery. Our customers are out there, spending money – just not with us.

[insert information about what the extended lockdown period will mean for you – think about extra costs, cash flow situation, lost income in these weeks, the potential impact of increased staff costs once the furlough scheme changes on 1 August]

My business is a member of BID Leicester, the city’s Business Improvement District. I am aware that the BID has written to you highlighting the urgent need for additional direct grant funding to be allocated to the city’s businesses, along with the extension of the furlough scheme on its existing terms for Leicester businesses that are ordered to remain closed. I implore you to take this action promptly and save Leicester’s businesses from collapse.

I look forward to hearing from you.

Best regards

[INSERT NAME]

[INSERT JOB TITLE]