**[Insert local MP’s Title, forename and surname]**,

House of Commons,

Westminster,

SW1A 0AA

  **[insert date]** June 2020

Dear **Mr/Ms** **[**[**insert local MP**](https://members.parliament.uk/constituencies/)**’s surname] {or} Sir/Dame [insert local MPs first name]**

**Urgent Extension of Business Rates Relief and the Hospitality, Retail and Leisure Grant to the Food and Drink Wholesale Sector**

As the CEO/MD of ***[insert business name]***, I am contacting you to highlight the severe impact the Covid-19 pandemic has had on our business and to appeal for your support.

The immediate impact of Covid-19 has been devastating for our business, which is a key part of the local economy in your constituency. ***[Explain how your business has been affected in the short and long term. Remember to mention if you are supplying a rural/islands area & public sector contracts.******Include information about the number of employees.]***

We need further financial support to ***[eg. to continue to supply food and drink to care homes/schools or convenience stores or because our foodservice customers have been closed for almost 3 months and won’t be trading at pre Covid-19 levels for many months to come at a viable level ]***

Unlike many other sectors, including our customers in retail and hospitality, no direct targeted financial support has been made available for food and drink wholesalers. Our trade association, the Scottish Wholesale Association, have been working closely with the Scottish Government and have welcomed the Pivotal Economic Resilience Fund.

However, like [remove if got PERF] approximately 33% of Scottish wholesale businesses we [remove if got PERF] have been unsuccessful in securing this desperately needed PERF funding, (33% still await a response). In addition the majority of businesses in our sector do not qualify for the local support grant schemes and business rates relief that the UK and Scottish Governments have made available.

I am asking for your urgent support to call on the Chancellor to extend the UK Government’s **Business Rates Relief and the Hospitality, Retail and Leisure Grant to the food and drink wholesale sector. This should lead to Barnett consequentials which would enable the Scottish Government to pass this support on to Scottish wholesalers.**

This is a question of fairness. Business Rates Relief has been extended to wholesale customers, such as supermarkets; hospitality and leisure. Failing to include food and drink wholesale in this list is a clear anomaly given that the sector is a key part of the supply chain to those businesses.

The matter has become extremely pressing for our business ***[e.g Add any info about redundancies]*** as well as the food and drink wholesale sector collectively.

The continued lack of support will not only lead to business closures and redundancies but impact on the supply of food and drink to critical parts of our local economy. This includes the public sector and more importantly the ability of the tourism, hospitality and leisure sectors to exit lockdown.

We hope you will consider this request as a matter of urgency and raise our concerns with the Chancellor.

I look forward to receiving your response.

Yours sincerely,

**[insert name, job title, and business]**