**(Business Name) – COVID-19 Working Capital Loan –(CWCA)**

**XXXX Business** is **requesting funding for $XXX,000 to provide payroll funds and working capital,** due to being shut down by Governor Wolf’s orders and mandate, and losing double-digit sales and revenues in 10 days. We are seeking funds as part of the PIDA: COVID-19 CWCA.

Our operations have been closed for xxx working days, to date, and we have not been granted a waiver (applied Sunday, March XX, 2020), declined Monday, March xx, 2020. We have not been provided with any news when our doors will reopen, and we will still face many financial issues and xxxxxxxx, xxxxxx, xxxxxxxx

XXXX Business is a xxxx company / provider. What you serve and to whom you serve. Discuss how it impacts health or food supply chain, or is an essential, life-sustaining business. Discuss and showcase your impact.

Our business has been adversely affected by the virus and the news. We are doing everything we can to keep our employees working. We are doing all we can behind closed / locked doors to meet payroll processing and obligations for our employees, and to meet the production xxxxx.

XXXX Business is hiring (bringing back – hiring back) and being creative to meet the needs of our workers and our customers. We’re committed to keeping the food and health supply chain open and available to this State, County and Nation.

XXXX Business is also committed to the health and safety of our employees, visitors and customers. We have sanitation and office cleaning protocols in place to protect the lives of our employees, visitors and customers. We are adhering to all recommendations from public health officials to ensure the safety within our facility.

The working capital loan request will be used to meet payroll obligations for my company. It is my commitment to limit the amount of people who lose their jobs and a paycheck to feed and protect their families. Right now, we have had xxx employees laid off, and we been forced to reduce payroll, but we are working and committed to remaining open and operating, and to provide jobs.

At XXXX Business, our primary goal is xxxx xxxxxx. We normally employ xxx employees.

Provide what you will do and accomplish with the funding.