March 26, 2020

Joe Anyboss

Plant Director

Bipco, Inc

100 N. Main Street

Anytown, USA 12345

Dear Mr. Anyboss,

We have been designated by our co-workers to speak on their behalf about the urgent safety issues confronting workers at this facility. We know that several employees here have been exposed to the COVID-19 virus, and the workers here are extremely concerned that we will become sick if this plant remains open.

Despite the fact that you have claimed that Bipco is an “essential” business and must remain open despite the risks to workers health, there is nothing in any law or government order that requires this plant to remain operating at this time. The power to suspend operations at this plant is completely in your hands.

We call on Bipco to put the health of its people over short-term profits. It is immoral to seek to profit from the COVID-19 public health emergency at the expense of the lives of your own employees, our families and this community.

**Therefore, we call on you to immediately suspend operations at the Anytown, USA facility until it is safe for employees to return**. Due to the urgent nature of this request, we need you to respond to us by Noon ET on Friday, March 27, 2020.

Sincerely,

The Bipco Workers Committee: