March XX, 2020

The Honorable XXXX
Official/Title
City or State
Address

Re: Glass Container Manufacturing & Industrial Supply Chain - “Essential Operations”

Dear XXX:

As your state/locality makes determinations regarding closure of non-essential businesses due to COVID-19 precautions, YOUR COMPANY NAME, is a key part of the glass bottle and jar manufacturing process, which provides critical (LIST WHAT YOUR COMPANY SUPPLIES TO THE INDUSTRY). The glass container manufacturing industry, supply chain and food and beverage manufacturing customers have been designated by several state Executive Orders, and recognized in federal Dept. of Homeland Security guidance as essential support, and essential business operations.

The glass container industry’s food and beverage customers need to be able to continue to operate, and to provide for-sale, in-store packaged food and beverages to the American public.

A Nielsen report issued last week found consumer purchases of a variety of core grocery store pantry items increased from 10-80 percent, through the end of February 2020 – this demand will only increase in the weeks and months to come.

The domestic glass container industry produces over 25 billion food and beverage containers in support of its customer base, and needs to be fully operational to meet this demand.

Additionally, glass container manufacturing facilities utilize high-temperature furnaces that must run continuously, 24 hours a day. They cannot be turned off or easily idled and when shut down, and can take weeks to restart, highlighting the need for its supply chain to be fully functioning and operational.

A disruption to the glass container industry and supply chain will negatively impair Americans’ ability to purchase food and beverages at their grocery store, at a time when those outlets remain critical to the food security of our nation.
YOUR COMPANY NAME is continuing to take appropriate action for our employees’ safety, closely following guidance and related developments to ensure worker safety, and following guidelines, as issued by the U.S. Centers for Disease Control and Prevention (CDC).

Thank you for your consideration of our urgent and necessary request.

Sincerely,

SIGNATURE

NAME
COMPANY
TITLE