Dear [*Manager name and title*]

Thank you for the unwavering support you have provided to our community. We are grateful that in these unprecedented times, stores like yours are working tirelessly and selflessly to keep people safe. Please know that your work does not go unnoticed.

Head Start promotes school readiness of children under 5 from low-income families through education, health, social and other services. Research has amply demonstrated that the advantages of high-quality early childhood education programs can last a lifetime. The outcomes of participation in Head Start are significant. Notably, participation is associated with positive impacts on children's cognitive skills, college enrollment and completion, a decrease in poor health outcomes, a lesser likelihood of interaction with the criminal justice system, and a lesser likelihood of using public assistance as adults.

Child care providers are therefore considered ‘essential service providers”. Amid the COVID-19 crisis, many Head Start programs are being called on to provide pop up child care centers to serve families of first responders and other essential workers. Our site, [ ] is anticipating serving [ ] children and families.

For these reasons we are asking for your help in acquiring necessary materials for [*program name*]. We are in need of the following [ *paper products, diapers, formula, food, cleaning products etc...*]. We kindly ask that you waive purchasing limits so that we can properly stock our classrooms in preparation for opening back up. These resources will help us better alleviate the stress of finding safe child care for high risk families, as well as families who are on the front lines of this crisis. With your help we can provide our community the peace of mind knowing that their children are safe.

Thank you for your support,

[*Signature*]

*\*print on program letterhead*