Dear [[SHORT-TERM RENTAL OPERATOR]],

If you have received this message in error, and you do not have a short-term rental, then please accept our apologies. If you do have a short-term rental, please read the message below.

These are unprecedented times, and our goal is to get accurate and reliable information to as many people as possible. With confirmed community spread of COVID-19 in [[YOUR CITY/COUNTY]], [[STATE/PROVINCE]], [[PUBLIC HEALTH AUTHORITY]] has tightened restrictions to avoid overcrowding and accidental social gathering. This includes the following order:

[[EXAMPLE]]

Limitations on Short-Term Lodging

For purposes of this Order, “short-term lodging” shall include but is not limited to hotels, motels, short term rentals of 30 days or less (e.g. Air BnB, VRBO), bed and breakfasts, condo-tels, lodges and retreats.

a. All short-term lodging operations shall immediately cease taking new reservations for the period between today, [[RELEVANT START DATE]] and [[RELEVANT END DATE]].

b. All short-term lodging units shall vacate their premises by [[TIME]] [[DAY]], [[DATE]].

c. Exception: If a short-term lodging unit is occupied by a local worker, that worker may remain in the unit.

d. Exception: If individual(s) are experiencing symptoms of illness, or are under a quarantine or isolation order from [[PUBLIC HEALTH AUTHORITY]], or have other good cause to do so they may remain in any short term lodging unit occupied by such individual(s) and shall be exempt from the limitations set forth herein so long as such individual(s) remain in the unit.

The full public health order from [[PUBLIC HEALTH AUTHORITY]] may be found [[LINK TO PUBLIC HEALTH ORDER]], and [[ANY OTHER RESOURCES FROM PUBLIC HEALTH AUTHORITY]] are also available.

This is an order from [[PUBLIC HEALTH AUTHORITY]], which has jurisdiction over all of [[YOUR CITY/COUNTY]], including individual towns, in matters of public health. These decisions are being made in order to slow the spread of COVID-19 and protect our most vulnerable and save lives. [[IF RELEVANT]] The [[YOUR CITY/COUNTY]] is forwarding on this information from [[PUBLIC HEALTH AUTHORITY]] to ensure that information is distributed widely and comprehensively to our whole community.

Sincerely,

[[SENDER]]