

# Municipality Results Letter Sample



## Municipal Officer Name

Municipal Address Line 1  
Municipal Address Line 2  
City, WI XXXXX

Today's Date

Dear Municipal Officer:

On **Inspected Date** a collaboration between **Organization Names** conducted a round of alcohol age compliance checks to monitor compliance with retail alcohol sales laws in our county. We issued notification letters advising retailers that compliance checks would soon be occurring and encouraging them to review alcohol sales law compliance with their employees, including proper reading of age identification.

During these compliance checks, underage buyers under the supervision of law enforcement personnel attempted to purchase alcoholic beverages at license holders in your municipality. Below is a comprehensive summary of the results: **Compliance Data**

Both locally and nationally, underage drinking is a serious problem. Working together, we can prevent the sale and distribution of alcoholic beverages to underage youth and help avoid the problems that come with underage drinking. Multiple studies over decades show a decline in drinking and driving crashes for drivers under 21 when regular compliance checks are conducted at least twice a year. Underage drinking in Wisconsin can also lead to substantial harm from serious and fatal injuries, violent crime, property crime, and sexual assaults.

Alcohol licenses are a privilege with very specific responsibilities attached for both liquor license holders and the municipal officials who grant the licenses. We ask that you review and consider the above alcohol age compliance check data during your annual liquor license renewal process.

If you would like to discuss the data, the compliance protocol, or how we can partner to reduce underage drinking, please be in contact.

Sincerely,

**Signature**

**Coalition Name**

*Disclaimer: This "Municipality Results Letter" Template is only intended as an example and not as legal advice. Before using any form, consult with your attorney as to the specific wording for your agency. Modify sections to personalize and add your own logo or header. The audience for this letter is any municipal officer including mayor, president, councilor, alter trustee, committee chair, executive, administrator, or clerk.*