

# Retailer Pass Letter Sample



**Retailer Name**

**Retailer Address Line 1**

**Retailer Address Line 2**

**City, WI XXXXX**

**Today's Date**

Dear **Retailer Name**:

On **Inspected Date** at **Inspected Time**, an inspection team led by the **Law Enforcement Agency** visited your site for an alcohol age compliance check. Our underage buyer, aged **Youth Purchaser Age**, entered your establishment and attempted to purchase an alcoholic beverage.

Congratulations! We are very pleased to report that your employee did not sell alcohol to our underage participants. By being a positive influence and not selling alcohol to individuals under 21, you and your staff contribute to the health and well-being of our state and community.

Reducing the number of illegal alcohol sales has a number of benefits for Wisconsin. 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. (Babor, T., Alcohol, No Ordinary Commodity, Third Edition, 2023) Underage drinking in Wisconsin can also lead to substantial harm from serious and fatal injuries, violent crime, property crime, and sexual assaults.

Thank you for being a community leader and following the Wisconsin State Law.

Sincerely,

**Signature**

**Coalition Name**

*Disclaimer: This "Retailer Pass 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.*