Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

This letter identifies the following person hereafter known as “Employee”:

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and the following entity hereafter known as “Business”:

1. Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. P.O.C. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee is an active employee of Business. Business has been identified as an Essential Activity pursuant to the most recent State Order as it pertains to COVID-19. Employee is essential to the operation of Business, and is therefore, exempted from any and all travel bans relating to the aforementioned State Order.

Pursuant to the March 19, 2020 memorandum issued by the U.S. Department of Homeland Security, Business is considered part of our Nation’s Critical Infrastructure as they provide essential service. This is important for health and safety reasons, as well as supporting COVID-19 mitigation and containment measures.

Employee’s presence at work is essential in order maintain the continuity of operations of Business, which is part of our Nation’s Critical Infrastructure. As a result, Business workers, including the holder of this letter, must be able to travel to get to work throughout the day and night. Therefore, we request that you please allow the Business’ workers to travel to and from the Business in accordance with their status as an Essential Critical Infrastructure Worker.

Should you have any questions, you are welcome to contact me through the above-mentioned Business information.

Thank you,

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_