

[YOUR COMPANY Letterhead]

[Date]

To: State or local law enforcement and public health & safety officials
From: [Site Leader], [Title]

Re: Request for passage of employees performing essential activities

Please be informed that the bearer of this letter is employed at [Site Name], located at [address]. The [Site Name] supplies [name what you supply], which are vital to Americans' health and well-being. Without the production and distribution of these products, we risk seeing widespread shortages of these essential products across the United States [and any other countries]. Production is especially critical right now to meet the sudden increased consumer and retail demand.

Because the continued operation of our facility, and the operation of our supply chain related to the products produced here, is critical to our region's direct response to the pandemic, we have determined that our [Site Name] operations constitute an "Essential Business" as defined in the [Name / Date of State or Local Order].

The employee in possession of this letter is essential to the basic operations of the [Site Name]. All personnel not essential to basic operations have been asked to work remotely.

All employees performing basic operations have been instructed to comply with social distancing requirements, and we can assure you that we are executing complete and rigorous protocols in our [Site Name] plant / distribution center, in order to minimize the risk of infection by COVID-19 as required by [Name/Date of State or Local Order].

Please do not hesitate to contact me at [contact number] or [alternate contact name / title] at [contact number] should you have any questions regarding this letter or our operations at [Site Name].