

Date

To Whom It May Concern:

In accordance with guidance issued by the Cybersecurity and Infrastructure Security Agency (“CISA”) in the United States Department of Homeland Security, *COMPANY*, (“COMPANY”) is in a “critical infrastructure industry” that is permitted and obligated to provide critical and essential services at this time. Accordingly, *COMPANY* has a responsibility to continue its business operations and activities due to its designation as (i) a “life-sustaining” and/or “essential business” in [INSERT STATE]. The individual in possession of this letter is necessary and critical to the performance of *COMPANY*’s operations, as is his/her presence on our work site(s). In light of this, it is requested that the individual in possession of this letter be freely permitted to travel, move and conduct his/her activities as may be necessary or appropriate for him/her to perform his/her job duties in service of *COMPANY*. If verification of this request is required, please call [INSERT AREA MANAGER], at [INSERT TELEPHONE NUMBER] or additional *COMPANY*’s contact, at \_\_\_\_\_.

Signature of Area Manager

Title of Area Manager