**ESSENTIAL SERVICE LETTER**

March X, 2020

**[address]**

**Re: Essential Business**

*To Whom It May Concern:*

Due to the COVID-19 pandemic, many local authorities have ordered all non-essential businesses to close. [COMPANY] is an ESSENTIAL BUSINESS and, pursuant to Presidential Policy Directive 21 (PPD-21), a CRITICAL INFRASTRUCTURE SUPPLIER of products and services to end-user businesses in the [Transportation and Logistics, Communications and Information Technology, Healthcare/Public Health, Law Enforcement/Public Safety, and Financial Services] Industries. These industries are designated by the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security as being assets, systems, and networks, whether physical or virtual, so vital to the U.S. that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof.

It is our view that [COMPANY], including the holder of this letter, be deemed an ESSENTIAL BUSINESS and our employees considered CRITICAL INFRASTRUCTURE WORKERS. We, therefore, should be considered exempt from local restrictions, such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing work functions. We understand and expect our employees to continue with strict hygiene and social distancing best practices as they provide these essential services.

Thank you,

Company President

COMPANY LOGO