Company Letterhead.

Click or tap to enter a date.

To Whom it May Concern:

It has been determined that our Company is an “Essential Business” in accordance with Cybersecurity and Infrastructure Agency (CISA) guidelines. Company Name. provides essential business services in the Choose an item. Critical Infrastructure Sector.

Our business provides Describe the services, items, etc. which are essential to Describe Customer Base/Industry.. Our employees are essential to the operation of our business and are unable to perform their functions remotely.

We appreciate your cooperation and respectfully request that you allow our employees ‘safe passage’ to travel to the work location at work location address. during this critical time in our country.

If you have any questions, please call insert phone number. and speak with Contact person..

Cordially,

Company Representative.

Title.