

Your Company's Letterhead

Today's Date, 2020

RE: COVID-19 and Staffing of Your Customer's Info/Location

To Whom It May Concern:

Your Company's name supports the maintenance and operation of the Essential Businesses located in Your City/State/Area.

Your Company's name's personnel supplement staff at Your Customer's Info and must travel to Your Customer's Location/Area to perform critical maintenance, inspections and additional functions which are critical to Your Customer's Info operation. Without them, the facility cannot be maintained and operated.

While Your Company's name has followed all governmental directives to address COVID-19, it is necessary the individuals that staff Your Customer's Info commute to the site to ensure it remain operational.

Accordingly, Your Company's name hereby affirms the holder of a copy of this letter is essential to the operation and maintenance at Your Customer's Info and should be permitted to travel to and from Your Customer's Info/Area notwithstanding the effectiveness of a shelter-in-place order.

Should it be necessary to confirm that a holder of a copy of this letter does in fact support Your Customer's Info, please contact me at Your Best Contact Phone Number & Your Email

Your Company's name
Your Street Address
City, State Zip Code

COVID-19 Travel Restriction Letter

Your Signiture
Sincerely,
Your Name
Position
Your Company's name