EXAMPLE LETTER FOR REIDSVILLE CHAMBER MEMBER BUSINESSES

INSERT COMPANY LOGO HERE

INSERT COMPANY NAME & ADDRESS

March 23, 2020

RE: Essential Worker Status

To whom it may concern:

Please use this letter as verification that the person with whom you are speaking is employed by “insert your company name here”, a business identified as part of our nation’s **“Essential Critical Infrastructure”** by the President’s directive “Coronavirus Guidance for America” and the Cybersecurity and Infrastructure Security Agency.

We require only those employees critical to keeping our business open to commute to their workplace. We are proud to be essential critical infrastructure workers and a part of this community.

The employee carrying this letter is employed at “insert your information here”. Please allow this individual to proceed to their worksite to help maintain critical infrastructure during the COVID-19 pandemic.

Sincerely,

Insert your signature & information here