March 23, 2020

To Our Law Enforcement Partners:

Company Information: ADDRESS AND PHONE NUMBER

XX has been identified as a component of the national critical infrastructure by the U.S. Department of Homeland Security. This designation requires that XX take extraordinary steps to ensure the safe operations of our facilities and the infrastructure that our products support.

The holder of this letter is responsible for critical operations and emergency response for XX and is required on site to perform and assist in any essential activities necessary to ensure the safe operations of XX’s customers.

Therefore, it is required that XX employee report to work during this declared state of emergency.

Our employees will:

1. Be in a XX t-shirt or uniform.
2. Show Valid Identification.
3. Display this letter on the dashboard of their vehicle.

Confirmation can be made with the XX Management Team at PHONE NUMBER.

Kind Regards,

XX