Company Letterhead

Date, 2020

To Whom it May Concern,

<Company name> is a professional services firm engaged to provide consulting services (including XX) for active construction and maintenance projects in this State. XX employees in possession of this letter are performing services for a client that has been determined to be providing essential services by the State and our client.

These projects include services in connection with construction of critical infrastructure, providing critical services that support infrastructure, and/or transporting critical infrastructure materials. This work has been characterized as an essential business, and is exempted, under several “shelter in place” or “safer at home” executive orders issued by states and municipalities, and has additionally been deemed part of a critical infrastructure industry under the United States Department of Homeland Security Cybersecurity and Infrastructure Security Agency’s guidance issued on March 28, 2020.

The bearer of this letter is acting under authority delegated by the undersigned to respond to, assess, and represent XX, and is cooperating fully with all government agencies and is providing services in support of this essential service either from an office location or from the field.

XX requests the assistance of Federal, State, County and Local law enforcement and government agencies in granting the bearer of this letter safe passage and unhindered access to XX’s property, construction sites and/or facilities for the purposes described above.

During any time away from home, our employees have been instructed to comply with the following social distancing requirements: maintaining at least six feet from other individuals; washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer; covering coughs or sneezes (into the sleeve or elbow, not hands); regularly cleaning high-touch surfaces; and not shaking hands. XX also prohibits employees from working who have COVID-19 symptoms (or have been exposed to someone with symptoms) in accordance with CDC guidance. Finally, XX has advised employees to avoid gatherings of other individuals on any project site or during any field activity in accordance with State and Federal guidance.

If you have any questions regarding this Authorization, please contact the undersigned at XX.

Sincerely,