To Local Enforcement Authority:

This individual works for [EMPLOYER], an [COMPANY DESCRIPTION] company.

[EMPLOYER] understands that local officials have instituted shelter in place orders to limit the spread of COVID-19, but [TYPE OF EMPLOYEE] employees are exempt from these restrictions.

The Department of Homeland Security issued a memorandum on March 19, 2020, which identifies [TYPE OF EMPLOYEE] workers as essential.

[COMPANY] will stay open and fully functional as they continue to perform [DESCRIBE ESSENTIAL SERVICE].

Sincerely,

[NAME]