

COMPANY LETTERHEAD

March 24, 2020

To Whom It May Concern:

The holder of this letter is employed with (COMPANY NAME) which is classified as an “Essential Critical Infrastructure” business during the COVID-19 pandemic as outlined in the March 19, 2020 guidance from the Cybersecurity & Infrastructure Security Agency with the U. S. Department of Homeland Security.

(COMPANY NAME) is further listed among the “essential businesses” cleared to remain open as outlined in the “Safer at Home” Executive Order issued by Memphis Mayor Jim Strickland on Monday, March 23, 2020.

Any questions regarding this individual may be directed to our office at (insert number); any concerns regarding the status of the company may be directed to the Office of the Memphis Mayor at 901-636-6000.

Sincerely,

(COMPANY OFFICIAL)