

DATE

To: Local, State or Federal Authority

WHY IS COMPANY NAME STILL OPEN?

COMPANY must be open because our INSERT BUSINESS SPECIFIS (i.e. Auto service/repair/tire) are each industries that are specifically listed as Essential by State & Federal guidelines. COMPANY is in the automotive services business, which fundamentally supports the Essential Transportation Industry.

Attached is a listing of ‘Essential Businesses’ obtained from State and Federal Government web sites. (Will want to pull and reference from fed but specific state language from Governor website)

INSERT SPECIFIC STATE LANAGUE DESIGNATING YOUR INDUSTRY OR BUSINESS AS ESSENTIAL

In addition, COMPANY’s employees are exempt from a ‘Shelter-In-Place’ order due to COMPANY’s business being identified as Essential.

Please contact me directly at any time with any questions or for assistance.

NAME

TITLE

CONTACT INFO