[insert Company Logo]

# TRAVEL AUTHORIZATION LETTER

For Essential/Critical Infrastructure Worker

[Date]

To Whom It May Concern:

[Insert Employee Full Name] is a [insert company name] employee. [Insert Company Name] is operating under the provision set forth by the United States Department of Homeland Security's Cyber and Infrastructure Security Agency (CISA) at http: www.cisa.gov/publication/guidance-essential-critical-infrastructureworkforce.

During any period of municipal, state or national emergency, please grant this employee access to all roads, including those that are passable, but ordered closed or restricted to the general public while performing work on behalf of [Insert Company Name] as well as traveling to and from the bearer's place of employment,

Our employees and operations are identified as essential and critical infrastructure workers according to the CISA list.

We are practicing safe work under the CDC guidelines to assist recovery and delivery of essential and necessary supplies.

Our operation is following the guidance that is intended to support the ability of identified essential workers to continue to work during periods of community restriction, access management and social distancing, or closure orders/directives. Our role is crucial to the continuity of essential functions.

If you would like further verification or need to speak with a company representative, please contact the [Dept Name of Company] at [insert phone number].

Thank you for your assistance.

Sincerely,

 [insert signature of Company Representative]

[insert printed name of Company Representative]

[insert title]

[insert Company Name]