BUSINESS LETTER HEAD

To: City/County/State Official or Law Enforcement Officer

This letter is to certify that the bearer of this letter is a current employee of NAME OF COMPANY.

According to the Governor’s EO 107, our facility at ADDRESS is permitted to remain open for business. All employees of NAME OF COMPANY are permitted to travel for work purposes to NAME OF COMPANY as stated in the EO 107.

Employee Name:

NAME OF COMPANY contact:

Phone number: