

[ARA Member Company Logo]

AprilXX, 2020

To Whom It May Concern:

The individual in possession of this letter is an employee at a business deemed essential by the United States Government. Therefore, this individual must be allowed to engage in activities necessary to their job, including travel to and from work, regardless of the time of day.

As an employee of [ARAMember Company Name], this individual works within an industry classified by the Department of Homeland Security (DHS) as a Critical Infrastructure Sector in its March 16, 2020 Guidance. [ARA Member Company Name] is covered by multiple Critical Infrastructure exemptions as a member of an industry in the Food and Agriculture, Energy, and Transportation Sectors.

It is federal policy that this individual is allowed to carry out their duties as an employee of [ARA Member Company Name]. This individual should be considered exempt from state and local orders impacting businesses and their employees—including curfews, stay-at-home requirements, and other restrictions limiting an employee's ability to perform their work functions.

We respectfully request, in the interest of public safety and security, that you allow this employee to continue their duties.

If you have any further questions, please contact [ARA Member Company Designee] at [Contact Information].

Sincerely,

[Signature]
[ARA Member Company Designee]
[Designee Title]
[ARA Member Company Name]