(INSERT LETTERHEAD)

(DATE)

Re: Essential Business Verification / Authorization to Work

To Whom This May Concern:

(NAME OF ENTITY) is running an essential on-site crew at (INSERT ADDRESS). The (NAME OF ENTITY) provides services necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing, and the construction of roads and highways, and public transportation. \_\_\_\_\_\_\_\_\_\_ is one of our on-site crew members.

Should you have any questions, please call (NAME OF PERSON IN CHARGE), (TITLE), at (PHONE NUMBER).

Cordially,

(NAME OF PERSON AND TITLE)