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**TRAVEL AUTHORIZATION LETTER**

**Law Enforcement Official**: **[insert company name]** (the “Company”) is aware local or state authorities have ordered all non-essential businesses to close or operate under only limited conditions. Additionally, authorities allow employees who provide essential services to closed businesses to work away from home. The bearer of this letter, accompanied by a photo ID, is employed by a business that has not been ordered to close or is providing permitted and essential services to a business that has closed or curtailed operations.

The Company’s operations are exempt from closure and travel restrictions because the provision and servicing of HVAC and Plumbing equipment, parts and supplies has been designated as “Essential Businesses”. Company’s business is vital for the health, safety and continued operation of residences and critical infrastructure industries. This includes:

 **● all Company operations**

**● Company’s employees transiting to and from their workplace**

 **and jobsites.**

**● Essential services of Company [e.g. IT, maintenance, security]**

The safety of our people, our customers, and the communities in which we operate are our top priorities. The Company continues to closely monitor the latest COVID-19 updates and is taking all appropriate actions.

Validation of this person’s status as essential may be made by contacting the Company’s at **[insert HR and/or management phone number(s)]**.