***Please note:* This is a sample “essential letter” that can be issued from a member company on their letterhead for their employees to carry while on essential company business in areas under a “Stay-at-Home” or mandatory quarantine order. This letter can be customized for your company’s particular situation.**

**NUCA recommends that you review your final "essential letter" with your legal counsel and/or local authorities. NUCA cannot warrant that this form will satisfy all law/code enforcement entities in your area. Each NUCA member should also satisfy themselves of the sufficiency of any letter issued based on that many governmental mandates in this emergency are constantly changing. The DHS memorandum can be found at** [nuca.com/panflu](https://www.nuca.com/panflu)**.**

[On Company Letterhead]

[DATE]

RE: COVID-19 Travel Restrictions

To Whom It May Concern:

Pursuant to the government of \_\_[LOCAL JURISDICTION NAME]\_\_ definition of essential retail and commercial businesses that may remain open during this emergency,

This certification letter attests to the fact that the individual to whom this letter has been issued is an active employee of \_\_[COMPANY NAME]\_\_ and must travel to and from our facilities as part of his or her employment duties.

According to the \_\_[STATE NAME]\_\_ stay-at-home order and the March 28, 2020 “Advisory Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response,” issued by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Agency (CISA), \_\_[COMPANY NAME]\_\_ is a company working in the critical sector engaged in \_\_[[DESCRIBE ESSENTIAL BUSINESS](https://www.nuca.com/files/Gov%20Relations/CISA%20Guidance%20on%20Essential%20Critical%20Infrastructure%20Workers_Ver%202.0.pdf)]\_\_.

The bearer of this letter is an essential employee of \_\_[COMPANY NAME]\_\_ and is fully authorized to travel and work on essential infrastructure projects providing maintenance and construction activities in \_\_[LOCAL JURISDICTION NAME]\_\_ .

\_\_[COMPANY NAME]\_\_ engages in work in \_\_[LOCAL JURISDICTION NAME]\_\_ related to maintaining the continuity of operation for essential business and infrastructure functions .

On behalf of \_\_[COMPANY NAME]\_\_, please accept our gratitude for your service during these difficult times. If you have any questions about our essential infrastructure work and our employees involved in these projects, please contact me at \_\_[PHONE NUMBER]\_\_.

Very truly yours,

[*Signed by Company Executive*]  
[EXECUTIVE TITLE]  
[COMPANY NAME]  
[COMPANY ADDRESS]  
[COMPANY PHONE]