**[INSERT DATE] NOTIFICATION**

**INSERT COMPANY LOGO**

**[COMPANY NAME] PROVIDES ESSENTIAL CRITICAL INFRASTRUCTURE SERVICE IN THE [INSERT SPECIFIC] SECTOR**

Pursuant to the U.S. Department of Homeland Security’s Cybersecurity & Infrastructure Security Agency’s March 28, 2020 *Advisory Memorandum on Identification of Essential Critical Infrastructure Workers during COVID-19 Response*, [COMPANY NAME] confirms it provides the following essential critical infrastructure service in the [INSERT SPECIFIC] Sector:

* [INSERT ALL APPLICABLE BULLET POINTS FROM CISA MEMO]

The safety of our people, our customers, and the communities in which we operate are our top priorities. [COMPANY NAME] is following CDC, state, and local guidance and is taking necessary steps in its operations to reduce the likelihood of spread of COVID-19. [COMPANY NAME] also continues to closely monitor the latest COVID-19 updates and is taking all appropriate actions.

**TRANSPORTATION AUTHORIZATION LETTER**

**FOR ITS EMPLOYEE [INSERT EMPLOYEE NAME]**

**LAW ENFORCEMENT OFFICIAL:**

**[COMPANY NAME]** **is aware governmental authorities ordered all non-essential businesses to close. The bearer of this letter, accompanied by a [COMPANY NAME] ID, is providing essential and critical infrastructure service in the [INSERT SPECIFIC]** **Sector as defined by the U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency in its March 28, 2020 above-referenced guidance.**

In accordance with the Guidance**, [COMPANY NAME] OPERATIONS AND THE TRANSIT OF ITS EMPLOYEES TO AND FROM THEIR WORKPLACE ARE EXEMPT FROM CLOSURE AND TRAVEL RESTRICTIONS because it is providing essential and critical infrastructure service in the [INSERT SPECIFIC]** **Sector.**

**VALIDATION OF THIS PERSON’S STATUS AS ESSENTIAL MAY BE MADE BY CONTACTING [COMPANY NAME] [INSERT TITLE] [INSERT NAME] at \_\_\_\_\_\_\_\_\_\_\_ or [INSERT TITLE] [INSERT NAME] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**