

[TO BE PLACED ON BUSINESS LETTERHEAD]

March __, 2020

TO: State or Local Law Enforcement, Public Health and Safety Officials

FROM: [INSERT PRESIDENT/CEO/MANAGER NAME AND TITLE]

RE: Request for Passage of Employees Performing Essential Activities

Please be informed that the bearer of this letter is employed by [INSERT BUSINESS NAME] and is responsible for providing commercial, industrial, and/or residential construction and building services for facilities located in Mecklenburg County, North Carolina. Our company provides construction services necessary to construct, support, provide, operate, and/or maintain “Essential Infrastructure” in Mecklenburg County.

The employee in possession of this letter is an essential employee of [INSERT BUSINESS NAME]. All personnel not essential to basic operations of [INSERT BUSINESS NAME] have been asked to work – and currently are working – remotely.

If the reader of this letter has any questions, please call [INSERT CONTACT POINT NAME] at [INSERT CONTACT POINT NUMBER].