TO LAW ENFORCEMENT AND GOVERNMENT REGULATORS REQUESTING SAFE PASSAGE OF EMPLOYEES OF (insert company name)

Re: Exemption of (insert company name) Employees from Curfew as Essential Workers

Dear Sir or Madam:

(insert company name) is a provider of facility services, including (modify this list of services as needed: facilities engineering, HVAC & mechanical, mission critical solutions, electrical & lighting, and energy solutions). (insert company name) provides facility services in (insert description of market area) to properties of all sizes — from (modify this list of vertical markets as needed: schools and commercial buildings to hospitals, data centers manufacturing plants and airports).

The employees of (insert company name) are Essential Critical Infrastructure Workers and are exempted from any COVID-related state or other municipal “Stay at Home” or “Shelter in Place” order. As we continue efforts to fight the spread of COVID-19, it remains critical that (insert company name)’s employees be permitted to safely travel to and from the job sites where (insert company name) provides essential services. Some of our employees are required to provide emergency services either late at night or early in the morning and it is necessary for them to travel during hours that currently fall within the time periods established for the local curfew.

(insert company name)’s employees provide vital services to maintain the safety and essential operations of our customer’s facilities as we all work together to fight the spread of COVID-19. Our services are performed in essential commercial infrastructure and our workers are required to be physically present and continue to work on a regular schedule. **We ask that you please allow the employee(s) holding this letter to safely continue to travel either to or from their work location during the curfew.**

Should you have any questions or require any additional information, please let me know. Thank you for the courtesies given to our employees.

(insert name of Franchise Owner or General Manager or Legal Representative and person’s title)