***[Insert Date]***

To Whom It May Concern:

**[*Insert name of the particular employee*]//[*The attached list of individuals*]** ***[is//are]*** employed by ***[insert name of company]*** and as such ***[is//are]*** working for an “essential” or “critical” business in the fight against the COVID-19 virus as highlighted by the U.S. Department of Homeland Security, Kansas Governor Laura Kelly in her **3/12/2020** Emergency Declaration (please see the attached), and most local Emergency Declarations or Orders.

***[This employee//These employees]*** must be allowed to freely travel to and from work in order to keep our “essential” or “critical” business up-and-running and providing necessary goods and services including food and motor fuel for police, firefighters, ambulances, first responders, health care professionals, 18 wheelers, delivery vans, cars, and trucks.

If you have any questions or concerns, please do not hesitate to contact the undersigned.

Thank you,

***[Insert signature]***

***[Insert name Company Name Title Contact information including telephone number]***