**Company Name**

Insert Company Logo

Street Address

City, State Zip

**March XX, 2020**

RE: **COVID-19 Travel Authorization**

To Whom It May Concern:

The bearer of this letter is identified as an essential worker in a critical infrastructure sector as defined by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA) and by Harris County’s “Stay Home, Work Safe” order.

**[INSERT COMPANY NAME]** operates in the critical industry sector of **[INSERT INDUSTRY NAME]**. In order to support the ongoing functionality of this industry, the bearer must be able to travel to and access the facilities of **[INSERT COMPANY NAME].**

**[INSERT COMPANY BOILERPLATE TO PROVIDE INFORMATION ON COMPANY IMPACT ON INDUSTRY AND COMMUNITY.]**

Thank you for your attention to this matter. Should you have any questions or require additional information, please contact us at the following email address: **[INSERT EMAIL ADDRESS]**. Your anticipated cooperation with respect to this and related matters continues to be most appreciated.

Regards,

**[INSERT CONTACT NAME]**

**[INSERT CONTACT TITLE]**