

(Company Letterhead)

TO: Whom it May Concern

FROM: Company Name (add legal department/counsel, if possible)

DATE: March 22, 2020

RE: COVID-19 Life-Essential Business Operations

In accordance with the guidelines issued under Executive Order 2020-10 by Governor Pritzker on March 20, 2020 our company will remain operational as provided in the Executive Oder under sections 9, and 12, part (h).

[OPTION: add justification if you fit cleanly within a category or counsel has drafted a justification] Company Name plays a critical role in the supply chain for the manufacturing of [insert end product and why it is life-essential].

This employer conducts a range of operations and services which are essential to the facility site listed below.

COMPANY NAME
Facility Address (es)

We are following all Centers for Disease Control and Prevention, United States Department of Labor, United States Department of Health and Human Services, and Illinois Department of Public Health suggestions to maintain a safe workplace.

Please understand that the products we make and distribute are essential in the fight against COVID-19 and to maintain and uphold public health and safety.

This memorandum is also consistent with the any state regulations exempting employees of critical and essential businesses from any travel restrictions for the purposes of employment.

Thank you for your support during this uncertain time. Please feel free to contact the undersigned with any additional questions or comments.

COMPANY POINT OF CONTACT (Suggested: counsel, government relations or spokesperson)
Name
Phone Number
Email Address