

[INSERT COMPANY LETTERHEAD HERE]

March 20, 2020

To Whom It May Concern:

The President of the United States has declared an emergency under 42 U.S.C. 5121, et seq., and pursuant to 49 CFR 390.23(a)(1)(i), an emergency exists that warrants an exemption from Parts 390 through 399 of the Federal Motor Carrier Safety Regulations (FMCSRs), except as otherwise restricted by the Emergency Declaration. Such emergency is in response to Coronavirus Disease 2019 (COVID-19) outbreaks and their effects on people and the immediate risk they present to public health, safety and welfare in the fifty States and the District of Columbia. This Declaration addresses National emergency conditions that create a need for immediate transportation of essential supplies, equipment and persons.

On March 19, 2020, the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) issued guidance on **Identification of Essential Critical Infrastructure Workers During COVID-19 Response**. As per these guidelines, the functions performed by [COMPANY NAME] meet the specified criteria for an Essential Critical Infrastructure Industry.

Please be advised that [NAME OF WORKER], the bearer of this document, is performing an essential function on behalf of [COMPANY NAME] and is thereby defined as an Essential Critical Infrastructure Worker, as specified in the CISA guidance advisory cited above, and as such has "a special responsibility to maintain [a] normal work schedule."

Sincerely,

[SIGNATURE, PRINTED NAME AND TITLE OF AUTHORIZED OFFICER OF COMPANY]