

[ON COMPANY LETTERHEAD]

TO: AUTHORITIES ENFORCING COVID-19 ORDERS

RE: CERTIFICATION FOR WORKER TRAVEL

DATE: MARCH __, 2020

Please be advised that [Company Name] operates retail motor fuel outlets, including gas stations and convenience stores, along with the distribution system that supplies them, other retail customers and trucking operations in the State. Our business has been classified as “essential” in the Governor’s Order, issued on March __, 2020, that requires the temporary closure of “non-essential” businesses. Our office is located at [insert physical address]. [A listing of our wholesale and retail locations in the State is attached.]

This is to certify that the individual to whom this letter has been issued is an employee and needs to travel to and from our facility as part of his or her work duties. [Our company issues identification badges to all employees, which our employee can present in conjunction with this certification letter to verify that he or she is our employee.] [Our company does not issue identification badges to employees, so please accept this letter, along with his or her driver’s license or other government-issued ID, to verify that he or she is our employee.]

On behalf of [Company Name], thank you for your service during this difficult period. I may be contacted for any questions or additional information.

[Name]

[Title]

[Phone Number]

[Email Address]