

(Company name/logo/letterhead)

Date:

Subject: Travel Authorization Letter

**Law Enforcement Officer:**

We are aware local and state authorities ordered all non-essential businesses to close. The bearer of this letter (one of the following individuals) is providing essential services:

**[names of individuals providing essential services]**

Agricultural operations are exempt from closure and travel restrictions because farming and food production are Essential Businesses and the person(s) issued this letter is performing an essential service. This work includes:

- all farming operations including delivery of seed;
- all persons traveling to and from their workplace.

The safety of our people, customers, and the communities in which we operate are our top priorities. We continue to monitor the latest COVID-19 updates and are taking all appropriate precautions.

Validation of this person's status as essential may be made by contacting:

**[name and phone number of contact person #1] OR**

**[name and phone number of contact person #2]**

Thank you

**[name and title of President of business]**

**[email address]**

**[phone number]**