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**TRAVEL AUTHORIZATION LETTER**

**Law Enforcement Official**: **[insert company name]** (the “Company”) is aware local or state authorities have ordered all non-essential businesses to close or operate under only limited conditions. The bearer of this letter is employed by a business that has been designated as “Essential Businesses”. The Company’s operations are exempt from closure and travel restrictions because of the provision and servicing of HVAC and Plumbing equipment, parts and supplies. The Company’s business is vital for the health, safety and continued operation of residences and critical infrastructure industries. This includes:

**● All Company operations**

**● Company’s employees transiting to and from their workplace**

**and jobsites.**

**● Essential services of the Company [e.g. IT, maintenance, security]**

America’s heating, ventilation, air conditioning, and refrigeration industry is essential for health, safety and productivity, particularly for food and medical supply preservations, especially in this time of quarantine. When equipment fails, technicians must be able to repair or replace it as quickly as possible. The safety of our people, our customers, and the communities in which we operate are our top priorities. The Company continues to closely monitor the latest COVID-19 updates and is taking all appropriate actions.

Validation of this person’s status as essential may be made by contacting the Company’s at **[insert HR and/or management phone number(s)]**.