

Use Company Letterhead

November 19, 2020

To whom it may concern,

According to the Department of Homeland Security's **Guidance On The Essential Critical Infrastructure Workforce**, dated March 19, 2020, food and agriculture are deemed a critical infrastructure that must be maintained during the COVID-19 crisis. **Company Name** is an agricultural business that is critical to the food supply chain, and **Employee Name** is an essential employee of the business.

Insert county ordinance if applicable.

Thank you,

**Supervisor Name**

**Company Name**