March 23, 2020

**RE: Life Sustaining Business classification for Governor Wolfe’s March 19, 2020 Order regarding COVID-19**

To Whom It May Concern:

The individual holding this letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) is an employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Company”). The Company maintains physical offices/facilities at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Company is a firm operating in the following industry: \_\_\_\_\_\_\_\_\_\_\_\_. This industry is considered a Life Sustaining Business under Governor Wolfe’s Order.

The employee that is the holder of this letter is performing essential functions for the Company.

In accordance with the Governor’s Order and the classification of the Company’s business, this employee is permitted to physically leave his or her home and enter the Company’s property to perform the functions of his or her position. The Company has instructed the employee during the performance of his or her duties to comply with social distancing, general hygiene, and other safety and risk mitigation requirements of the Order and as supplemented by the Company.

If any governmental or other authority has any questions for the Company regarding the nature of its business or the duties of the employee holding this letter, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

President