

SAMPLE LETTER TEMPLATE FOR (INSERT INDUSTRY) EMPLOYEE

PLACE ON COMPANY LETTERHEAD

Critical Industry Employee Authorization to Travel

To Whom It May Concern:

The holder of this letter is a critical infrastructure worker serving an essential business.

Pursuant to Presidential Policy Directive 21 (PPD-21), (Insert Company Name) is a critical infrastructure supplier to the (Insert Industry), designated by the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security whose assets, systems, and networks, whether physical or virtual, are considered so vital to the U.S. that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. For questions, email: CISA.CAT@cisa.dhs.gov.

This document certifies that this vehicle is transporting a shipment of (INSERT PRODUCTS) within a sector that has been designated as critical infrastructure, the continued operation of which is vital for security, national economic security, national public health, and safety.

As such, the individual in possession of this letter is a “critical infrastructure industry employee” of the (INSERT INDUSTRY) and should be considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions.

Pursuant to the above, this individual is authorized to travel and transport goods to and from my workplace and to and from locations pursuant to the job duties.

Should you have any questions concerning this letter, please contact [NAME], [TITLE], [COMPANY] at [XXX-XXX-XXXX].

Certified by:

[Name/Title/Phone/E-mail of Your Company Representative]