

_____, 2020

To: Federal, State or local law enforcement and public safety officials

From: _____, _____, _____ (“Company”)
Full Name Title Company Name

Re: Request for safe and expedited passage of Company personnel providing essential transportation and logistics services

The bearer of this letter, _____ (“Employee”), is an employee / contractor of the Company, engaged in performing important transportation and logistics services, including, emergency towing and roadside assistance services (“Services”), to ensure public safety.

These Services have been identified by the federal, state and local governments as “essential” business activities during the COVID-19 crisis, and thus exempt from “shelter-in-place” or “stay-at-home” orders.

The Company requests that the Employee be given safe and expedited passage between their work site, job locations (including the vehicle disablement location), and their residence or other location where they are staying during non-working hours.

Please feel free to call _____ for verification of this information.