

To whom it may concern:

This letter identifies its holder as an employee who works at \_\_\_\_\_ (“Hotel”). The Hotel is located at:

XXXXXXX

Pursuant to the March 19, 2020 memorandum issued by the U.S. Department of Homeland Security, Hotels are considered part of our nation’s Critical Infrastructure as they provide essential services in the form of shelter to others. This shelter is important for health and safety reasons, as well as supporting COVID-19 mitigation and containment measures. Accordingly, workers of the Hotel are considered part of the Essential Critical Infrastructure Workers.

Employee’s presence at work is essential in order maintain the continuity of operations of the Hotel, which is part of our nation’s Critical Infrastructure. The Hotel is a 24-hour operation. As a result, Hotel workers, including the holder of this letter, must be able to travel to get to work throughout the day and night. Therefore, we request that you please allow the Hotel’s workers to travel to and from the Hotel in accordance with their status as an Essential Critical Infrastructure Worker.

Please contact our Human Resources department at XXXXXXXXXX should you have any questions.

Thank you

[INSERT NAME]

[INSERT TITLE]