

[Date]

To Whom It May Concern:

I am an employee of **[Insert Company Name Here]** in the **[Virginia]** market. In order to best serve the public during this health crisis, Governor Ralph Northam issued an Executive Order prioritizing essential businesses. **[Insert Company Name Here]** has been deemed an essential business under EO 53 which permits essential personnel to travel to and from work until further notice.

Sincerely,

[Signature]