***Draft Statement Using State/Local List***

***National Propane Gas Association***[[1]](#footnote-1)

**[**Replace with Company Letterhead**]**

**CRITICAL INDUSTRY EMPLOYEE AUTHORIZATION TO TRAVEL**

To Whom It May Concern:

The bearer of this letter is a [job title] at [Company Name] and **is a critical infrastructure worker serving an essential business**.

[State/locality] published [Ordinance Title] on [Date] in response to the spread of COVID-19. The ordinance identifies a list of businesses and/or worker functions that are permitted to continue operation during the ordinance. The list includes [appropriate job description from ordinance list]. The position of [job title] performs this essential function. Therefore, the [Ordinance Title] identifies the bearer of this letter as an essential worker exempt from the restrictions of the ordinance to the extent the individual is traveling to/from the work location and/or performing job functions. Accordingly, we kindly request you allow our employee to continue to proceed under this authority.

Please direct any questions or concerns to [Staff Name], [job title] of [Company Name] at [telephone number] or [email address]. We appreciate your efforts to ensure the safety of our employees and community.

Sincerely,

[President/CEO Name]  
[Company Name]

***Enclosures***: [*State/Local Ordinance List of Essential Businesses or Workers*]

1. This document is provided solely for informational purposes in response to COVID-19. It is not to be construed as legal advice or legal guidance. NPGA expressly disclaims any liability associated with the accuracy or content of the information contained in this document. Users should consult the government authorities and resources for the most complete and current information pertaining to COVID-19 or contact an attorney for any specific advice. [↑](#footnote-ref-1)