

SAMPLE LETTER TEMPLATE FOR **TRANSPORTATION EMPLOYEE**  
PLACE ON COMPANY LETTERHEAD

## Critical Industry Employee Authorization to Travel Regardless of the Time of Day

To Whom It May Concern:

The individual in possession of this letter works in the transportation industry and must travel to and from work and engage in transportation activities regardless of the time of day as an employee in a sector that has been deemed by the U.S. Government as critical to the infrastructure of the United States. The transportation industry is essential for the continued function of the economy in this time of crisis. This individual is engaged in transportation services essential to the continued function of multiple Critical Infrastructure Industries, including the transport of pharmaceuticals, foods, beverages, raw materials, agricultural products, and other products needed by the Healthcare and Food and Agriculture industries.

The Transportation Systems, Healthcare, Food and Agriculture industries have each been designated a “Critical Infrastructure Segment” under Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001. 42 U.S.C. § 5195c(e). It is therefore the policy of the United States government that these industries continue to function with minimal disruption in the event of an emergency. Furthermore, in a March 16 guidance, the President of the United States has instructed employees of Critical Infrastructure Industries, including the healthcare and food and agriculture sectors, to continue to perform their normal job functions during the coronavirus pandemic. The [President’s Coronavirus Guidelines for America](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf) (Mar. 16, 2020) (available at [https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)).

The continued operation of the Transportation Sector is vital to the health and wellness of the American people during this emergency.

As such, the individual in possession of this letter is a “critical infrastructure industry employee” of Transportation, Healthcare and Food and Agricultural industry sectors and should be considered exempt from any state or 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, and the critical materials conveyed in this shipment should be permitted to proceed. We ask that you allow this individual to continue with his or her job in the interest of protecting public health and security.

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

Certified by,

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[NAME]

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[OPTIONAL: IDENTIFYING INFORMATION FOR VEHICLE (E.G., LICENSE NUMBER)]