

PLEASE PLACE ON HOTEL LETTERHEAD

March XX, 2020

To whom it may concern:

This letter identifies \_\_\_\_\_ (INSERT NAME OF EMPLOYEE) as an employee who works at \_\_\_\_\_ (INSERT HOTEL NAME) (“Hotel”). The Hotel is located at:

INSERT HOTEL NAME AND ADDRESS

Pursuant to the March XX, 2020 declaration issued by (City) (insert Mayor or County Judge name) office, Hotels are essential businesses as outlined by the order as they provide essential services in the form of residence and 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.

This employee’s presence at work is essential in order to maintain the continuity of operations of the Hotel. 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 worker.

Please contact our Human Resources or General Managers office at \_\_\_\_\_ (INSERT CONTACT NUMBER) if you have any questions, thank you.

Thank you,

INSERT NAME  
INSERT TITLE  
INSERT HOTEL NAME