**A close up of a sign

Description automatically generated**

**In the event that your state has issued a mandatory "stay at home" order but designated on- and off-premise beverage alcohol retailers and your supporting operations as “essential infrastructure,” you can supply your employees with a version of the below letter in case they are stopped by authorities on their way to or from essential operations.**

[COMPANY LETTERHEAD]

To Whom It May Concern:

The individual in possession of this letter has been identified by their company as “Essential” to a logistics operation that keeps “Essential Retail” supplied, per a recent review by the appropriate authorities. Their accompanying identification card validates their identity as the person whom is transiting, responding to, or providing a critical product or service on behalf of [COMPANY NAME].

[COMPANY NAME] is a distributor of beverage alcohol and per the latest guidance on essential critical infrastructure workers issued by [Governor’s /Mayors/ Etc. Office] is preforming an essential job during the COVID-19 crisis.

Please allow this individual to proceed unencumbered for the duration of this crisis. You may contact [COMPANY POC], [TITLE] at [PHONE NUMBER] with any questions or concerns related to performance of this task to maintain [STATE]’s critical infrastructure during this time.

Thank you for your support and understanding during this unprecedented time.

Sincerely,

[SIGNATURE]

[COMPANY OWNER NAME]