THIS LETTER IS NOT INTENDED TO PROVIDE LEGAL ADVICE. EACH SUPPLIER SHOULD REVIEW GOVERNING LAWS, REGULATIONS AND ORDERS TO CONFIRM THAT THEY MEET THE DEFINITIONS FOR ESSENTIAL BUSINESS OR OTHER REQUIREMENTS

[Sample Letter for Supplier’s employees traveling to/from work as third-party supplier to Milliken]

[Insert your Company Logo/Letterhead]

Please provide to your employees and designate in your freight packaging

[Date]

**To: U.S. Law Enforcement and Public Health & Safety Officials**

Please be informed that the holder of this letter is employed at [Site Name], located at [address]. The [Site Name] supplies [name what you supply] to Milliken & Company and all of its subsidiaries and divisions (referred to in this letter as Milliken). Milliken is manufacturing essential goods, materials and supplies during the COVID-19 pandemic. Based on DHS guidance on Essential Critical Infrastructure Workforce, Milliken is directly or indirectly involved in the following categories: Healthcare and Public Health; Energy; Public Works; Critical Manufacturing, Chemical, Defense, Law Enforcement, Public Safety, First Responders, Food and Agriculture, Transportation and Logistics, Communications and Information Technology, and Other Community-Based Government Operations and Essential Functions.

This employee supports the manufacture/distribution of Milliken’s products, which are vital to Americans’ health and well-being. These products are used daily in homes and businesses and are identified by the Department of Homeland Security as essential to critical infrastructure. Without the production and distribution of these products, we risk seeing widespread shortages of these essential products across the United States and Canada. Production is especially critical right now to meet urgent demands.

Because the continued operation of [Site Name], and the operation of our supply chain related to the products produced here, is critical to our region’s direct response to the pandemic, we have determined that our [Site Name] operations constitute an “Essential Business” as defined in the [Name / Date of State or Local Order].

Please allow this employee to pass unencumbered so that he or she can continue to meet essential critical infrastructure needs during the COVID-19 pandemic.

**Safety Protocols to Minimize Risk**

All employees have been instructed to comply with social distancing and other requirements recommended by CDC guidelines, and we can assure you that we are executing complete and rigorous protocols at our facilities in order to minimize the risk of infection by COVID-19.

**Contact Information**

**Contact the [insert title/name] at [phone number] should you have any questions regarding this letter or our operations.**