\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

To Whom It May Concern:

The bearer of this letter is a mission-critical leader, employee, or contractor tasked with providing **essential services and products** for [INSERT DEALERSHIP] (the “Company”). In accordance with the exceptions set forth in the Executive Order, the Company constitutes an **Essential Business** because, among other reasons, it supplies crucial products, services and support to the essential infrastructure and other essential businesses in this community and State.

Since the bearer of this letter provides essential services to the Company, and because the Company’s products and services are deemed essential by the Executive Order**,** **please allow for passage of this person, property, and/or equipment**. We request this individual be permitted passage without delay or hindrance and, in case of need, to give all lawful aid and protection to them as a support for critical infrastructure of the community and State.

For verification or inquiries regarding this request, please contact [INSERT CONTACT PERSON] at [INSERT PHONE NUMBER].

Respectfully,