[*Company Letterhead*]

Date: [*Date*]

To: Local Government Authority / Enforcement

Subject: Authorization and Verification of Essential Building Personnel Supporting [*Type of Service Provided]* Services

This letter is to verify that the person in possession of this letter is a representative of [*Company Name*] providing essential [*Type of Service Provided*] services. If you are provided this notice, it is to confirm that the individual before you is either in transit to or from a job location for the performance of essential services.

Additional validation of these services or this person’s employment can be obtained by contacting [*Contact Name and Position*]:

* [*Contact Name*]
  + [*Email Address*]
  + [*Phone Number*]
* [*Alternate Contact Name*]
  + [*Email Address*]
  + [*Phone Number*]

Sincerely,

[*Signature*]

[*Authorized Name*]  
[*Title*]  
[*Company Name*]

*\*\*\*\*\*This Essential Services Employee Letter Template is provided for informational purposes only and does not constitute any set standard or guideline, nor has it been sanctioned by the City of Chicago. It is offered as an additional resource to consider for commercial office buildings in advance of the Democratic National Convention.*