Business Name

Street Address

City, State Zip

Date

The individual presenting this document is an essential employee of <BUSINESS NAME>. As you are aware, even with the recent restrictions on work and travel outside the home, our business remains open during the COVID-19 outbreak to provide essential products and services to our communities as stipulated by the US Department of Homeland Security (DHS) and the North Carolina Department of Agriculture & Consumer Services (NCDA).

All of our team members play a critical role

<protecting the public’s health, safety and welfare by providing products and services that are necessary to maintain the safety, sanitation and essential operation of residences, essential activities and essential businesses>

OR

<supporting the green industry that includes plant nurseries, garden centers, greenhouses, suppliers and similar businesses critical to the environmental and physical living conditions necessary in our communities>

This individual is a part of the <BUSINESS NAME> team that supports this effort. Their work is essential in supporting our community and providing essential service during a state of emergency.

If confirmation or additional information is required, please contact the following representative:

Name:

Phone:

Thank you for your understanding and cooperation.

**<BUSINESS REPRESENTATIVE>**

**<TITLE>**