



Letter of Access During Curfews

<this letter must be signed and appear on official company letterhead and is not considered valid if more than one (1) year old>

DATE: <June 1, 20##>

SUBJECT: **LETTER OF ACCESS DURING CURFEW**

To Whom It May Concern:

The individual possessing this letter is considered essential to the disaster response for <full name of company>. As such, this employee will be traveling between work and home as needed. This may involve travel during any curfew which may be imposed by individual jurisdictions. In the interest of mutual aid, please extend every possible courtesy to this employee during emergency situations. This employee will be able to produce a valid driver's license and <full name of company> work identification.

This letter is valid from June 1, 20__ through May 31, 20__ <1 year max>.

Thank you for your cooperation. For validation purposes, please contact <name of employee's supervisor or 24-hour contact> at <phone number of employee's supervisor or 24 hour contact>.

Sincerely,
<full signature>

<full name of company representative>
<full title of company representative>
<address of company representative>
<telephone number of company representative>