

[COMPANY LETTER HEAD]

To Whom it May Concern:

The individual in possession of this letter and identified by their accompanying identification card is transiting, responding to, or providing a critical product or service on behalf of **[COMPANY NAME HERE]** and has been designated by the appropriate authorities as an essential employee.

[COMPANY NAME HERE] designs, installs, and services life-safety and physical security systems to include fire alarm, video surveillance, access control, intrusion, robbery and Personal Emergency Response Systems. **[COMPANY NAME HERE]** utilizes the services of a UL-listed alarm monitoring center.

As per the "Essential Critical Infrastructure Workers" notice of the U.S. Department of Homeland Security's Cybersecurity & Infrastructure Security Agency (CISA), **[COMPANY NAME HERE]** technicians and supply chain vendors are designated as essential critical infrastructure workers who ensure the continuity of building functions and provide security staff to maintain building access control and physical security measures. In addition, other essential workers are included at **[COMPANY NAME HERE]** operations centers as necessary to maintain other essential building functions.

Please allow this individual to proceed unencumbered for the duration of this event. You may contact **[CONTACT NAME]**, **[CONTACT TITLE]** at **[CONTACT PHONE NUMBER]** with any questions or concerns related to this emergency access request.

Sincerely,

[SIGNATURE]

[SIGNATORY PRINTED NAME]

[SIGNATORY TITLE]

[LICENSE # HERE]