**Template Letter for Employees\_Essential Services during COVID-19**

**Subject: Essential Services – Life Safety and Sprinkler System Support and Maintenance Services**

Emergency Services Officials,

***(Your company name)*** provides support and maintenance services to fire safety and sprinkler systems that are critical to infrastructure and facilities such as healthcare, government bodies and institutions, telecommunications companies, utilities and fuel station companies, grocery stores and services, banks and construction sites.

During the COVID-19 pandemic, the use and dependency on these important buildings and facilities, which are maintained and serviced by ***(your company name),***remains essential to ensure the continuation and operation of the products and services provided from these locations.

The bearer of this letter is our employee who is essential to the continuity and operability of these products and services. As a Life Safety company, ***(your company name)*** continues to provide legislated fire and sprinkler inspections as well as emergency service to ensure the ongoing safety of residents within these buildings. In the event you come into contact with our employee while he/she is in transit, our employee has been asked to present this letter to you because our employee’s role requires him/her to be physically present to manage and maintain the life safety systems within these facilities.

We appreciate your consideration and understanding of our employee’s important role during these unprecedented times.

You may contact our office at ***(Tel. No.)*** from 8am to 4pm EDT to verify the authenticity of this letter.

Yours truly,