

Date

The Honorable _____
Governor of the State of _____
Address
City, State Zip

Re: Essential /Critical Infrastructure National Service Provider COVID-19 Vaccination Eligibility

Dear Governor _____:

I am writing to you today to confirm priority access to COVID-19 vaccines for [company name] employees.

[Company name] is [describe company, product, customers, etc., to verify essential service designation]. These products/services are necessary to help keep workers safe and operations up and running. For that reason, [company name] employees are essential workers under the Federal government's Cybersecurity & Infrastructure Security Agency ("CISA") Guidelines during the Covid-19 response. Our customers - which include [describe customers] – have special responsibilities to maintain their operations and continue their work to help respond to the Covid-19 pandemic.

Like many critical infrastructure organizations, our team members have gone above and beyond to meet extraordinarily high demand for products indispensable to pandemic response, such as [describe products]. These individuals face a higher risk of infection going to work every day to help ensure reliable distribution and supply of these products. In determining the allocation of COVID-19 vaccines, [company name] respectfully requests confirmation that our workforce will be prioritized for vaccines in Phase 1b, as outlined in the Centers for Disease Control and Prevention's (CDC) COVID-19 Vaccination Program Interim Playbook.

[Company name] ability to meet its obligations as an essential business by continuing to provide vital products and supplies to our customers in critical infrastructure sectors depends on vaccinating our workforce. Vaccination is needed so we can deliver needed products to [describe your customers] so they can support the pandemic response, which remains vital.

We fully support the need to contain and respond to the Covid-19 pandemic and will continue to follow all Government requirements. We appreciate your support and dedication to the frontline personnel working to protect the health, safety, and continued operations of essential business during this pandemic.

Sincerely,

cc: State Department of Labor
State Department of Health