

[Month & date], 2021

Re: Essential/Critical Infrastructure National Service Provider Support of United States COVID-19 Response

To Whom It May Concern:

[individual's name] is an active employee of [your company name]. [add language describing company/product/services, etc.]

The timely sourcing, shipping and distribution of these types of products is critically necessary to our customers, including [describe customers, i.e., governments, health care providers, etc.]. Both [your company name] and our customers have responsibilities to maintain their operations, keep their employees safe and continue their work to help respond to the COVID-19 pandemic. For these reasons, as a [your company name] employee, [employee name] is an essential worker under the Federal government's Cyber and Infrastructure Security Agency ("CISA") guidelines during the COVID-19 response.

Like many essential infrastructure organizations, [your company name] employees are critical to meeting the extraordinarily high demand for products indispensable to pandemic response, such as [provide information on your products]. In fulfilling their expected duties, these individuals leave their homes and go to work every day to help ensure reliable distribution and supply of these products.

As you determine the allocation of COVID-19 vaccines, we believe [your company name] employees are eligible to be prioritized for vaccines in Phase 1b, as they meet every requirement outlined in the Centers for Disease Control and Prevention's (CDC) COVID-19 Vaccination Program Interim Playbook and Guidelines. We fully support the need to contain and respond to the COVID-19 pandemic and a vaccinated [your company name] workforce will help ensure that our essential workers remain able to support the frontline personnel working to protect the health, safety, and continued operations of other essential business during this pandemic. We request your assistance in vaccinating our worker so they can safely continue to contribute to the pandemic response. Should you have any questions, please call or text [name and contact information for company executive].