[Company Letterhead]

**[Insert Date]**

To Whom It May Concern,

In this rapidly changing and uncertain worldwide event, **[Company Name]** recognizes the importance of implementing and supporting **Orange County, Florida Emergency Executive Order No. 2020-04** executive orders while also providing products and services to the community at large. **[Company Name]** is a **[business/industry]**  company and considered an essential and critical business under federal, state, and local law. According to the executive order provisions, **[Company Name]** has been deemed an **“essential business”** and can continue business operations.

**[Company Name]**provides essential services to our community which allows us to remain open and deliver our products and services. **[Company Name]** provides **[insert ingredients, packaging materials, cleaning chemicals and equipment, shipping, byproduct removal & recycling, waste removal, critical break fix of equipment, 3rd party inspection of safety systems, etc. provided by supplier]** in a manner consistent with public and regulatory expectations of safe, responsible, and high quality **[business/industry]**  operations. As such, the products and services we provide are essential to our community during the implementation of **Orange County, Florida Emergency Executive Order No. 2020-04**.

If you have any questions or concerns, please contact **[Name of Person who manages employee]** at **[phone # and email address]**.

Sincerely,

**[Name of Authorized Signer]**

**[Title of Authorized Signer]**

**[Phone Number of Authorized Signer]**

**[Email Address of Authorized Signer]**