{Insert Date Here}

{Insert Salutation Here}

On behalf of {insert company name here}, the {insert company description here} and the owner of manufacturing plants in {insert plant city and state locations here}, I respectfully and urgently request that you designate these facilities as essential to {insert state here} critical infrastructure and facilitating the state’s response to the COVID-19 public health crisis.

The production of {insert your product/service}, which is manufactured at {insert city and state plan location}, is absolutely an essential business, particularly {[insert your critical infrastructure justification statement here.](https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf)}

{Explain your plan to meet CDC recommended guidelines for employee safety including how many employees would be in the company’s office or physical location in order to do the critical work here.}

My message is that the unintended consequences of the shutdown of manufacturing, processing, packaging and supply chain companies in {insert state} may do more damage locally, nationally and globally than anticipated.

Maintaining the production and service of {insert your product/service here} throughout this challenging time is also essential to helping get the {insert state here} and U.S. economies back on their feet quickly once normal business activity resumes.

Thank you for all that you are doing to protect the health and well-being of {insert state} residents, including the hundreds that rely directly or indirectly on {insert company name} for their livelihood. Please don’t hesitate to call if I can answer any questions for you.

Respectfully yours,

FirstName/LastName  
Title  
Company Name  
Email and Cell Phone