

[Company Letterhead]

[Insert Date]

To Whom It May Concern,

In this rapidly changing and uncertain worldwide event, [XYZ Brewing Company] recognizes the importance of implementing and supporting [The Governor's / State / County Health Department or Other Official's] executive orders while also providing services to the community at large. [XYZ Brewing Company] is a food/beverage manufacturing company and considered an essential and critical business under federal, state, and local law. [XYZ Brewing Company] has reviewed its suppliers and identified those essential to [XYZ Brewing Company]'s continued operation. [Supplier Company Name] has been identified as essential to [XYZ Brewing Company]'s operations and is authorized and granted access to our facilities on various days/times throughout the week during observance of [State or County Name] Executive order [Executive order number or name].

[Supplier Company Name] provides essential services to [XYZ Brewing Company], which in turn allow us to remain open and deliver to our communities the products and services we provide. [Supplier 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] that ensures [XYZ Brewing Company] is able to provide goods and services in a manner consistent with public and regulatory expectations of safe, responsible, and high quality food and beverage operations. The services provided by [Supplier Company Name] are essential to our operations and [XYZ Brewing Company] asks that [Supplier Company Name] be allowed to remain open and to deliver goods and/or provide services to [XYZ Brewing Company] during the implementation of [State or County Name] Executive order [Executive order number or name].

If you have any questions or concerns, please contact [Name of Person who Manages Supplier or Contractor] at [phone # and email address].

Sincerely,

[Name of Authorized Signer]

[Title of Authorized Signer]

[Phone Number of Authorized Signer]

[Email Address of Authorized Signer]