[Company Letterhead]  
  
[Date]

To Whom It May Concern:

[Company] is engaged in agricultural and/or food production in Michigan or supports the food and agricultural supply chain. [Name of Employee] is employed by [Company].

On March 23, 2020, Michigan Governor Gretchen Whitmer announced a “Stay Home, Stay Safe” measure (Executive Order 2020-21). This Executive Order allows those employed in critical infrastructure sectors to continue operations. This includes employees of food and agriculture sector businesses as identified by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA) in its March 19, 2020 memo entitled *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response.*

Our company is directly engaged in one or more of the food and agricultural production categories listed. If you have any questions, I ask that you contact our office.

Sincerely,

Name  
Company  
Address  
Phone