March 24, 2020

In Re: Name of Employee

Position Title

Name of Organization

**VIA PERSONAL DELIVERY**

To Whom It May Concern:

In conformity with Governor Whitmer’s Executive Order No. 2020-21, per paragraphs 4(b) and 7(a)(3), the aforementioned employee is “necessary to conduct minimum basic operations” for [**name of organization**]. Specifically, the employee is officially designated as “essential” as the employee’s work permits others in the school to work remotely and conduct distance education with their students.

Please permit the aforementioned individual safe and uninterrupted travel as they complete their important duties pertaining to their job. If you have any questions, please do not hesitate to contact the undersigned via phone at [**insert phone**] or by email at [**e-mail address**].

Very truly yours,

Name of Pastor or Principal

Position Title