YOUR CUSTOMER’S LETTERHEAD

<<your name>>

<<your title>>

<<your business name>>

<<your busness address>> <<date>>

Dear <<your name>>

**CoVid19 Essential Industry Critical Supply Chain**

<<your customer’s business name>> is an essential industry during the CoVid19 pandemic. We operate within the <<define essential industry, eg. Hospital, Undertaker etc>> industry. Attached is confirmation of this status from <<issuing authority>> [IF THEY HAVE SUCH A DOCUMENT, WHICH THEY MAY NOT].

<<your business name>> provides essential products and services in our Critical Supply Chain, and we cannot continue to operate without these products and services.

It is essential that <<your business name>> provides <<your customer’s business name>> with continued product and services during any shutdown for non-essential services.

Please provide the undersigned with confirmation that <<your business name>> will continue to operate and provide our critical supply products and services.

Yours sincerely,

<<your client’s name>>

<<your client’s title>>