**TRAVEL AUTHORIZATION LETTER**

**Law Enforcement Official: [DEALERSHIP NAME] is aware of the Ohio Department of Health’s Stay at Home Order of March 22, 2020 (“Order”), requiring all non-essential businesses and operations to cease activities within the State except for Minimum Basic Operations. The bearer of this letter, [Insert Employee Name], is providing essential services.**

**[****DEALERSHIP NAME]’s operations are exempt from closure and travel restrictions because [DEALERSHIP NAME] is an Essential Business (as defined under the Order). This includes:**

**● all [DEALERSHIP NAME]operations**

**● [DEALERSHIP NAME]employees transiting to and from their workplace.**

**An Essential Business includes businesses such as [DEALERSHIP NAME], which provide Auto Supply and Auto Repair and Maintenance needed to provide transportation.**

**The safety of our people, our customers, and the communities in which we operate are our top priorities. [DEALERSHIP NAME]continues to closely monitor the latest COVID-19 updates and is taking all appropriate actions.**

**Validation of this person’s status as essential may be made by contacting his/her workplace location at [Insert Phone Number].**