{Name or logo of facility}

To whom it may concern,

The individual who is in possession of this letter works in a golf course maintenance position performing work deemed as essential minimum maintenance in accordance with {state or local order} and must travel to engage in his or her work activities regardless of the time of day.

As such, the individual in possession of this letter should be considered exempt from local restrictions such as curfews, stay-at-home orders, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions. We ask that you allow this individual to continue with his or her job as permitted by the (state or local executive order).

Should you have any questions concerning this letter, please contact {name of superintendent or other key decision maker}, {facility name} at {phone number}.

Certified by

{signature of superintendent or other key decision maker}

{name of superintendent or other key decision maker}

Employee name: {employee name}

Employee signature: