
          MHEDA - Connecting the Material Handling Business Community  
SAMPLE LETTER TEMPLATE FOR MATERIAL HANDLING EMPLOYEE  
PLACE ON COMPANY LETTERHEAD

**Critical Industry Employee Authorization to Travel**

To Whom It May Concern:

The holder of this letter is a critical infrastructure worker serving an essential business.

Pursuant to Presidential Policy Directive 21 (PPD-21), (Insert Company Name) is a critical infrastructure supplier to the material handling industry, designated by the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security whose assets, systems, and networks, whether physical or virtual, are considered so vital to the U.S. that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. For questions, email: CISA.CAT@cisa.dhs.gov.

This document certifies that this vehicle is (ESSENTIAL ACTIVITY) within a sector that has been designated as critical infrastructure, the continued operation of which is vital for security, national economic security, national public health, and safety.

As such, the individual in possession of this letter is a “critical infrastructure industry employee” of the material handling industry and should be considered exempt from local restrictions such as curfews, shelter-inplace orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions.

Pursuant to the above, this individual is authorized to travel to and from my workplace and to and from locations pursuant to the job duties to support critical infrastructure sectors.

Should you have any questions concerning this letter, please contact [NAME], [TITLE], [COMPANY] at [XXX-XXX-XXXX].

Certified by:   
[Name/Title/Phone/E-mail of Your Company Representative]