**TRAVEL AUTHORIZATION LETTER**

**Law Enforcement Official: [DEALERSHIP NAME] is aware of the Shelter-in-Place Order by the state of Mississippi requiring all non-essential businesses and operations to cease activities except for essential business operations. The bearer of this letter, [Insert Employee Name], is providing essential services for automotive sales and repairs as listed in Executive Order 1463 from Governor Tate Reeves issued March 24, 2020.**

**[****DEALERSHIP NAME]’s operations are exempt from closure and travel restrictions because [DEALERSHIP NAME] is an Essential Business (as defined under Order 1463). This includes:**

 **● all [DEALERSHIP NAME]operations**

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

**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].**