

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].