[Insert employer letterhead]

**NOTICE DESIGNATING SUPPLIER AS NECESSARY**

 **TO SUPPORT CRITICAL INFRASTRUCTURE WORKERS**

March \_\_, 2020

Dear Zeeland Lumber & Supply:

We are writing this letter to notify you that [*insert company name*] (the “Company”) will remain operational during the COVID-19 pandemic, and to request assurance that you are doing everything feasible to continue supplying the Company with the parts and service we require so that we can continue to perform our vital role during the current pandemic. **Please share this letter with any governmental body or agent as proof that you are a designated supplier, service center, or distribution center for a company that is part of the nation’s critical infrastructure.**

Section 5 of Executive Order 2020-21 (issued by the Governor of Michigan on March 23, 2020), states that “[b]usinesses and operations that employ critical infrastructure workers may continue in-person operations.” The Order adopted the description of essential critical infrastructure workers in the Guidance issued March 19, 2020, by the Director of the U.S. Cybersecurity and Infrastructure Security Agency. That Guidance defines “critical infrastructure” to include the following industry sectors:

* [*Insert industries relevant to company*]

Because the Company is in the [*insert relevant industry*] industry, the Company is part of this nation’s critical infrastructure. [*Insert additional explanation as necessary*]

Section 9(b) of the Executive Order states that a “business or operation that employs critical infrastructure workers may designate suppliers, distribution centers, or service providers whose continued operation is necessary to support or facilitate the work of its critical infrastructure workers.” **We hereby designate Zeeland Lumber & Supply as necessary to support or facilitate the work of our critical infrastructure employees.**

We ask that you remain fully operational and continue the uninterrupted flow of supplies, parts, and services so that we can continue our operations. If you are contemplating ceasing operations for any reason, please contact us immediately. Otherwise, we look forward to continuing to work together through these unprecedented times.

Sincerely,

[insert name]

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