

[Agency Name]

[Date]

To Whom It May Concern:

This is to confirm that NAME, TITLE, is an employee of West Ohio Food Bank. The food bank is an "Essential Business or Operation" within the meaning of Governor Dewine's COVID-19 Executive Order issued on March 22, 2020. As such, [Agency Name] is continuing to operate until further notice, and this employee is permitted under the terms of the Executive Order to travel to and from work.

If you have questions, please contact me.

Sincerely,