

[letterhead]

Dear Officer:

This will confirm that \_\_\_\_\_, who holds this letter, is an employee of \_\_\_\_\_, a business or family of businesses classified as an “Essential Service or Essential Services” as defined in the attached March 24, 2020 City of Charleston Emergency Ordinance on Stay at Home (“Ordinance”) for one of the following:

- Beverage manufacturer who holds a PWY, PMD, PDW, P7W, or PBB permit issued by the South Carolina Department of Revenue. – Ordinance Section 2 and Attachment 1, Section 3.
- Beverage distributor who holds a PWD or PWL permit issued by the South Carolina Department of Revenue. – Ordinance Section 2 and Attachment 1, Section 5.
- Beverage retailer who holds a PBW, PBG, P7B, PO7, PRL permit issued by the South Carolina Department of Revenue. - Ordinance Section 2 and Attachment 1, Section 4.
- Food retailer who holds a permit issued by the South Carolina Department of Health & Environmental Control. - Ordinance Section 2 and Attachment 1, Section 4.

The aforementioned business remains open and operating during the COVID-19 pandemic and essential employees are critical to its continuing operation. We have thoroughly reviewed the Ordinance and shall remain in compliance.

Please allow \_\_\_\_\_ the ability to travel to/from work at the aforementioned business and to conduct essential travel related to the provision of services performed by the aforementioned business (Ordinance Section 2).

Please feel free to contact the manager listed below if you have any questions or concerns.

Manager

Phone

E-mail

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