**[Letterhead of Law Firm or Title Agency]**

**NOTICE TO LAW ENFORCEMENT AND OTHERS REGARDING CITY OF ATLANTA EXECUTIVE ORDER 2020-21 (“ORDER”); EMPLOYEE EXEMPT BECAUSE OPERATING ESSENTIAL BUSINESS AND PROVIDING CRITICAL FINANCIAL SERVICES**

[insert date]

To whom it may concern:

The bearer of this letter is an employee of [Insert name of Law Firm or Title Agency], which provides title insurance policies and escrow services to the nation’s largest lenders, depository and other financial institutions, and their consumer borrowers, andis a critical part of the financial services sector. Accordingly, he/she should be allowed to travel between his/her residence and his/her place of employment, and to other business locations that are likewise considered essential, in the performance of his/her job duties.

Mayor Bottoms’ Order provides that “[Section 4] All Essential Businesses are strongly encouraged to remain open.” The definition of “Essential Businesses” includes banks and financial institutions (paragraph 6(f)7), and businesses that supply other essential businesses with the support or supplies necessary to operate (paragraph 6(f)15). As a result, [Company] is an Essential Business within the terms of the Order.

[Law Firm or Title Agency] has reduced its staff working on site to the minimal number necessary to ensure that essential operations can continue, and it will continue to comply with all social distancing mandates.

Respectfully,

[insert name of Law Firm or Title Agency]

Signature of office manager

Printed name of office manager