**[AGENCY LETTERHEAD]**

**To Whom It May Concern:**

I am a staff member of [organization]. As a nonprofit, we continue to provide essential services to our clients and the work we do falls within an exemption enumerated in the March 16, 2020 Order of the Health Officer of the County of Santa Clara (see excerpt from County FAQ below). This exemption applies while I am working and when I am commuting to-and-from work.

Thank you for your understanding and flexibility as we are adapting to the rapidly changing environment.

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