To:

From: [YOUR COMPANY NAME]

Date: March 23, 2020

**Re: 3PLs Are Considered Essential During COVID-19 Pandemic**

[YOUR COMPANY NAME] is committed to safety as it engages in the important business of facilitating transportation services. Our number one priority is providing safe and reliable service for our shipper and motor carrier customers as they deliver supplies to essential business customers.

Over the course of the past week, there have been several states across the country that have issued “shelter-in-place” orders, which mandate that all non-essential businesses are required to cease operations until the COVID-19 crisis subsides.

Most of the states are utilizing official guidance issued by the Department of Homeland Security (DHS) entitled [*Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community & National Resilience in COVID-19 Response*](https://www.tianet.org/dl-file.php?file=2020/03/FINAL-GUIDANCE-of-Essential-Workers-DHS-002.pdf). Per this guidance, logistics companies are considered “essential” and are permitted to continue operations.

Specifically, the DHS guidance outlines the following two (2) transportation essential business practices that include logistics companies:

* Employees supporting or enabling road transportation, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure.
* Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.

At [YOUR COMPANY NAME], we are dedicated to ensuring we continue to work on behalf of our shipper and motor carrier customers and are committed to continuing to move freight across the country during this crisis.

We pledge to do everything in our power to ensure store shelves are stocked, medical supplies are provided to hospitals, and other essential products reach their destination.

If you have any questions, please don’t hesitate to contact me.

NAME

TITLE

COMPANY

Phone: \_\_\_\_\_// Email: \_\_\_\_\_