



Letter of Access for Essential Personnel

<this letter must be a signed original and appear on official company letterhead and is not considered valid if more than one (1) year old>

DATE: <June 1, 20##>

SUBJECT: **LETTER OF ACCESS**

To Whom It May Concern:

This Letter of Access indicates that <employee's first and last name> is considered essential to the disaster response for <full name of company>. Please allow this employee entry into any restricted area as a result of a disaster in order to assess damages to, or help to stabilize any and all premises of <full name of company> or any of its affiliates or subsidiaries. As an authorized employee, <employee's first and last name> will be able to produce a valid driver's license and <full name of company> work identification. Authorized employees are also allowed to remove and/or secure any items which could pose a potential financial loss to the corporation.

This letter is valid from June 1, 20__ through May 31, 20__ <1 year max>.

Thank you for your cooperation. For validation purposes, please contact <name of employee's supervisor or 24-hour contact> at <phone number of employee's supervisor or 24 hour contact>.

Sincerely,
<full signature>

<full name of company representative>
<full title of company representative>
<address of company representative>
<telephone number of company representative>