[Company Letterhead]

[Date]

Addressees on Annex A

**Notice of Exempt Status as an Essential Business**

To Whom It May Concern:

[Company full legal name] (the “Company” [or replace with more specific shorthand]) provides [briefly describe services] and is an Essential Business under Executive Order 2020-10 (the “Executive Order”). Company’s services are critical to [explain reason].

Company is exempt as an Essential Business under [multiple Sections of] the Executive Order. Company is exempt as [section heading title] under Section [section #] because [reasoning]. [Describe the impact if Company were to stop operating]

Company has headquarters in \_\_\_\_\_\_\_\_, Illinois. The safety of Company’s employees is a priority, and Company is complying with all relevant policies under the Executive Order, including Minimum Basic Operations and Social Distancing Requirements. Company is [describe efforts to comply]. It is necessary that our employees travel to and from work, which they do in compliance with the Executive Order.

Thank you for the difficult work you’re doing during these challenging times. If you have any questions or require further information, please contact the undersigned directly at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name and title]

**ANNEX A**

**ADDRESSEES**

[Below are possible addressees for sending the Notice; however, a designated contact for this type of Notice is not available. Company may simply choose to keep the Notice in their records in the event they are questioned.]

Governor J.B. Pritzker

Office of the Governor

207 State House

Springfield, IL 62706

<https://www2.illinois.gov/sites/gov/contactus/Pages/VoiceAnOpinion.aspx>

Senator Bill Brady, Republican Leader

Springfield Senate Republican Office

309 State Capitol Building

Springfield, IL 62706

<http://senategop.state.il.us/Contact>

<http://brady.senategop.org/Contact>

Senator Richard Durbin

711 Hart Senate Building

Washington, D.C. 20510

<https://www.durbin.senate.gov/contact/>

Senator Tammy Duckworth

524 Hart Senate Office Building  
Washington, DC 20510  
Phone: (202) 224-2854

<https://www.duckworth.senate.gov/help/email-tammy>

Statewide Economic Development Contacts

Jonathan McGee, Assistant Deputy Director

[Jonathan.McGee@Illinois.gov](mailto:Jonathan.McGee@Illinois.gov)

Joe McKeown

[Joseph.mckeown@illinois.gov](mailto:Joseph.mckeown@illinois.gov)  
100 W. Randolph Street, Suite 3-400,

Chicago, IL 60601