[Date]

Recipient

Company Name

Address

City, ST, Zip

Dear [RECPIENT],

This communication is to inform you [COMPANY NAME] is currently screening an employee who has worked on or has accessed your property/facility in the past 24-72 hours for the COVID-19 Virus. At this time, we do not have the test results; however, we are notifying you out of an abundance of caution.

Currently, all work being completed by [COMPANY NAME] on your property/facility has ceased and all workers have been pulled from your job. Upon receipt of the test results we will immediately notify our point of contact with [INSERT COMPANY NAME] followed by a formal communication.

Please do not hesitate to contact me at any time if you have questions related to our health, safety or environmental processes. Hopefully this incident is isolated and we can return to work promptly. Thank you for being a valued client and it is our wishes to keep all of [INSERT COMPANY NAME] healthy while completing your project safely and on time.

Sincerely,

[NAME]