



\_\_\_\_\_, 2020

To whom it may concern,

\_\_\_\_\_ is a staff member at the University of South Carolina, Columbia

Campus.

His/her role as \_\_\_\_\_ requires him/her to be on site to help support and maintain critical day-to-day business operations of the campus community.

Please allow \_\_\_\_\_ to continue his/her transit to and from the University in his/her daily commute.

Thank you for your consideration in this matter.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Title