



DAIKIN NORTH AMERICA LLC
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March 23, 2020

To whom it may concern:

This letter is to confirm that this individual is employed by or contracted with Goodman Manufacturing Company, L.P., or its affiliates (“Goodman”). Goodman is one of the largest manufacturers, distributors and sellers of heating, ventilation and air conditioning equipment. The products that Goodman manufactures, distributes and sells help maintain the essential infrastructure of society including helping to provide heating and air conditioning for health care and other critical facilities, supply to other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences.

These operations are “essential” for which the recent government orders provide an exception. Any employee or contractor possessing this letter has been deemed essential to provide these essential services, including our minimum basic operations.

All employees or contractors that are unable to work remotely have been instructed to comply with all law enforcement orders as well as the guidance to reduce the spread of germs prescribed by various government agencies and health organizations.

If you have any questions about this letter or our local operations, please do not hesitate to contact us at Goodman HR Shared Services at (713) 346-6350 or via email at hrservices@daikincomfort.com.

Sincerely,

Kristi Pittman

Kristi Pittman
VP, Human Resources