**Draft template letter for essential work**

To Whom It May Concern

**COVID-19 - Essential Travel Required**

The holder of this letter is [***Insert employee name***][[1]](#footnote-1).

The holder of this letter is employed by [***Insert company name***].

[***Insert company name***] is directly involved in the provision of vehicle rental services (including the distribution, delivery and servicing of said vehicles) to the emergency services, the armed forces, NHS staff, logistics companies and other sectors deemed critical to the UK’s response to the present COVID-19 crisis.

This letter confirms that the holder is travelling for purposes connected with [***his/her****]* employment, namely the provision of essential products and services that will provide ongoing support to one or more of the above services, workers and sectors as part of the COVID-19 response.

Further guidance (issued in March 2020) regarding the status of the services provided by [***Insert company name***] may be obtained from the Ministry of Housing Communities and Local Government. For the avoidance of doubt, this guidance designates **vehicle rental services as a specific exception to those businesses required to close by virtue of the essential services it provides**. The holder of this letter is required to travel to provide the said services.

We trust that this letter of authorisation is sufficient to address any questions you might have and to permit [***Insert employee name***] to continue on [**his/her**] journey. Should you require any further information or verification please contact [***Insert manager name***] on [***INSERT TELEPHONE NUMBER***].

Yours

1. The relevant employee should carry an acceptable form of identification (driving licence etc.) [↑](#footnote-ref-1)