LETTER HEADED PAPER

Date

**RE: EVIDENCE OF KEY WORKER STATUS DURING COVID-19 OUTBREAK**

**NAME OF PERSON**

To whom it may concern,

This is to confirm that **xx** has been identified by XX Community Transport as a key worker, according to UK Government guidelines during the current COVID-19 outbreak.

At the request of xx, the above named is working for XX Community Transport providing essential transport support during the COVID-19 outbreak, including:

* the delivery of food parcels to vulnerable members of the community
* transport of children of key workers to schools
* transport of vulnerable and SEN children to schools

This letter is accompanied by the employee’s valid ID badge. If you have any questions, please don’t hesitate to contact me.

name

position

Email address, direct mobile