[Company Letterhead]

25 March 2020

**To whom it may concern**

**Shared Transport Approval Letter – Covid-19**

This letter is to confirm that the following people are essential worker of [Company Name] an essential service business, being either a producer or processor of food products.

The following people have been approved and designated as a ‘transport bubble’ to transport them between home and the workplace or between workplaces of [Company Name].

|  |  |  |
| --- | --- | --- |
| Vehicle Reg No | . | |
| Worker Name | Home / Work Location | Work Location |
| [Worker Name] | [Address] | [Address] |
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If you have any questions, please contact the undersigned.

Yours faithfully,

[signature]

[Name of Contact Person]

[Position]

[Company name]

[Company address]

[Company address]

[Company address]

[Email address]

[Mobile Number]