**TO WHOM IT MAY CONCERN**

Under the Prohibition on Regional Travel Directions in place from 31 March 2020, please accept this letter as authority for [Name] of [Organisation] to travel between [region A] and [region B] for the purpose of [**either** “fulfilling the duties of their employment and then returning to their principal place of residence” or “providing human services (which are defined as essential services) and then returning to their principal place of residence”].

This authority covers the following period: [dates]

Should you need further clarification, please call me on [phone number].

With thanks

[Signature]

[Name]

[Title]

[Organisation]

[Date]