Letter template for schools

To whom it may concern,

**Request for continued school provision for key workers during Coronavirus (COVID-19) outbreak**

[Name of employee] is employed as a [role title] for [firm] providing critical security services for [insert critical service], as identified under the HM Government’s recent publication of key workers and critical services, *Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision* during the Coronavirus (COVID-19) outbreak.

With reference to this list of key workers and critical services, the section which my employee and the service we provide fits under is [*delete as appropriate*: Health and social care; Education and childcare; Key public services; Local and national government; Food and other necessary goods; Public safety and national security].

This letter is to confirm that [name of employee] child/children is therefore eligible to receive critical service/key worker access to education at their school until further notice.

Yours sincerely,