[Museum/Organisation name]

[Address 1]

[Address 2]

[Town/City]

[Postcode]

*Thursday, 16 April 2020*

*To Whom It May Concern*

***[Insert Name of Museum] Critical Worker / Contractor***

[Insert a description of your museum here]

The person carrying this letter has been identified as a key worker – a member of staff or a contractor whose role is essential to our critical ongoing operations and maintaining safe storage of our museum collections. This group is very small and has been reduced to the smallest possible number.

This means that their presence is required at our museum building/s to ensure the security and protection of the collection items on site; the safety of critical staff; and other such critical functions such as the payment wages and invoices to suppliers.

If you have any questions about this document, please call [insert appropriate phone number]

Yours faithfully

*[insert Museum Director]*