[PRINT ON HEADED PAPER OR INSERT LOGO]

[Employer/business name]

Address

Date

TO WHOM IT MAY CONCERN,

**ESSENTIAL TO TRAVEL TO WORK**

I am writing to confirm that the person in possession of this letter is employed by [enter business name and location] in the capacity of [insert job title].

The role forms part of an essential team which cares for the horses based at [insert location].

Without [insert employees name] essential role in the stables, the daily care and management of the horses will be insufficient and could compromise the welfare of the animals.

We have therefore requested that they are still required to travel to work.

Should you have any questions, whether this is confirmation of their name and they are in fact employed by the business, please do not hesitate to contact me on [enter telephone number].

Yours sincerely

[Manager/Employer or Yard Owner’s name]