**Following information from the Department for Digital, Culture, Media and Sport (DCMS)**

***“For security and essential maintenance reasons greens staff can still attend work”***

To whom it may concern

[DATE]

Subject: Permission to travel and access [EXAMPLE] Golf Club Greenkeeping Department.

Dear Madam/Sir,

[NAME] is an employee of [EXAMPLE] Golf Club,

[ADDRESS]

As a golf club, our golf course is our main asset; without the golf course, there is no golf club.

For the long-term survival of the business, it is essential that a small, but key amount of maintenance continues to be carried out to the golf course by a small group of key staff members.

These staff members are working outdoors and in complete isolation on a piece of private land that is closed to the public and therefore present no risk to compromising the Coronavirus control measures.

We therefore request that [NAME] is given permission to travel and access [EXAMPLE] Golf Club’s greenkeeping department.

Yours sincerely

Signed by

Chair or President

[PHONE NUMBER]