Proforma Letter for Essential IVD Personnel

Product this letter on company letterhead

(Insert CEO or Country Manager name, company name and address)

Body of letter

To Whom it May Concern,

(Insert full name of traveler) is urgently required to travel to maintain the operations of the pathology laboratory at (insert name of institution or company and the address).

This travel is to install, service and repair equipment essential for healthcare.

(Insert full name of traveler) will be required to complete this essential work and then return immediately, to be available for further service calls.

Our company has put in place all recommended measures to protect staff and reduce the transmission of COVID-19. Staff have been advised not to work if they are suffering any of the symptoms of influenza or COVID-19.

(Insert salutation, signature and date)