[ON BUSINESS LETTERHEAD]

Date

To Whom it May Concern,

# **Intrastate Travel required for Work Purposes**

I write on behalf of **[Business name]** which is a **[Nature of business – eg builder/sub-contractor/supplier]** operating in the **[Areas of WA in which business operates]**.

Currently, we are undertaking a project **[Details of current work/project requiring the intrastate travel]**.

As part of this work, **[Name and position title of employee/contractor/staff member]** is required to travel intrastate from **[Location]** to **[Location]** **[and back again]** to carry out **[Type of work]** on behalf of **[Business name]**.

The intrastate travel required will take place between **[Dates / period of dates]**, and the expected method of travel is by **[Car].**

I have spoken to **[Name of employee/contractor/staff member]** to ensure **[he/she]** understands the government requirements around social distancing, in addition to the health and safety duties held both as individuals and as a business in relation to the work. **[Name of employee/contractor/staff member]** assures me that **[he/she]** will fully comply with these requirements to ensure the protection of themselves, other workers and the broader community at all times.

Should you have any queries in relation to this matter, please contact **[me/relevant contact person]** on **[Phone number]**.

Yours faithfully

**Insert Name**

**Insert Title**