



**Sara Saleh**  
Corporate Director People

**Trafford Council**  
Trafford Town Hall, Talbot Road  
Stretford, Manchester, M32 0TH  
[www.trafford.gov.uk](http://www.trafford.gov.uk)

**Date:** [XX] March 2020

To Whom It May Concern,

**COVID-19: Volunteer status – [NAME]**

I can confirm that the above named individual is a volunteer during the COVID-19 pandemic.

This pandemic is placing significant strains on health systems, essential public services and communities and therefore Trafford Council, the health sector and its partners are working closely with community groups, voluntary sector and industry to respond to this crisis with a focused approach.

The Cabinet Office has issued guidance on key services that are essential to the effective delivery of the COVID-19 response. To assist with the delivery of services and help within the community, Trafford Council confirms that volunteers are supporting the critical sector provision of Health and Social Care; Education and Childcare; Key Public Services, and; Local Government.

This letter has been issued to confirm that this person is a volunteer who is assisting in supporting the delivery of essential and critical services, as such they will be required to travel to and around the borough.

Yours faithfully

*Sara Saleh*

**Sara Saleh**  
Corporate Director People