To Whom It May Concern

Further to my submission for funding for [insert business name] through [insert council]’s Additional Restrictions Grant scheme, I am writing to provide additional evidence in support of my application.

I understand that guidance has been issued to support Local Authorities in administering the Additional Restrictions Grant (ARG) for businesses that severely impacted by the restrictions put in place to control the spread of COVID-19 in Tier 3 and Tier 4 local areas.

The UK Government has issued ‘stay at home’ orders for Tier 4 areas in England, along with guidance which states, “If you live in a Tier 4 area, you can only travel internationally - or within the UK - where you first have a legally permitted reason to leave home.” Leisure travel, understandably, does not fall into the list of legal exemptions from the rules. These restrictions, and the inability of our customers to travel at the moment, are devastating for my business.

[ADD: financial details that show how income has been significantly affected by COVID-19.]

Certain sectors of the economy, notably hospitality, have received several targeted support mechanisms to mitigate the effects of COVID-19 policy measures, and that same rationale should apply to the travel industry. It is clear that the Government has set the current trading conditions for the travel industry – with businesses impacted at various times during the course of the last ten months by a combination of ‘stay at home’ orders, frequently changing travel corridor and quarantine policy, and FCDO Travel Advice against all but essential travel. These restrictions have negatively impacted travel businesses in the same way that other COVID-19 restrictions such as social distancing have impacted hospitality businesses; evidence produced by ABTA – The Travel Association, highlighted that 91% of holidays scheduled for departure in the peak summer months of July and August last year were either changed or cancelled.

[Optional for non-retail travel agents: The challenges presented by the pandemic are stark for all travel companies. However, the situation is especially pressing for travel agents because we are paid commission for the services we sell, which is settled by the tour operator close to the departure of their clients. As a result of COVID-19, travel agents have had very little income throughout 2020, and we have also had to refund a significant part of our expected earnings related to 2019 bookings owing to cancellations related to the pandemic.

[Optional/personalisation: The problem is compounded by the inability of many SME travel businesses to make full use of the Government’s Coronavirus Job Retention Scheme while staff have been required to undertake non-revenue raising activities such as processing refunds and re-bookings, as well as the limited ability of travel companies, who typically trade on very low margins, to make use of Government loan schemes.]

I hope that this letter provides suitable evidence to demonstrate the impact of COVID-19 restrictions of my business’s ability to operate, and will result in a favourable outcome for my application to the Additional Restrictions Grant scheme.

Yours sincerely,