[COMPANY / BUSINESS LOGO AND ADDRESS HERE]

[INSERT DATE HERE]

To whom it may concern,

This letter is to confirm that

[INSERT NAME]

is working in professional music production at

[INSERT COMPANY/ BUSINESS].

This business is operating under the government-approved Covid-Secure guidance on Professional Music Production, available [here](https://www.ukmusic.org/covid-19/guidance/).

**https://www.ukmusic.org/covid-19/guidance/**

His / her role is

[INSERT ROLE HERE]

and it is unreasonable for them to work from home, as it requires equipment specific to the studio. They are therefore permitted to travel to work under the current National Lockdown [Guidance](https://www.gov.uk/guidance/national-lockdown-stay-at-home" \l "detailed-guidance-on-the-national-lockdown).

**https://www.gov.uk/guidance/national-lockdown-stay-at-home#detailed-guidance-on-the-national-lockdown**

Recording studios are *NOT* a restricted business, and broadcast and recording behind closed doors (without an audience) in venues that are otherwise closed to the public may continue to take place according to law.

**https://www.legislation.gov.uk/uksi/2020/1374/schedule/3A**

Please contact me on

[INSERT PHONE NUMBER HERE]

if you have any questions about this letter.

Yours faithfully,

[ENTER NAME]

[ENTER POSITION IN THE BUSINESS]

**ANNEX 1**

<https://www.legislation.gov.uk/uksi/2020/1374/schedule/3A>

**Exceptions to paragraphs 10 and 11**

**12.**—(1) Paragraphs 10(1) and 11(1) do not prevent the use of—

(a)any premises used for a restricted business or restricted service—

…

(b)any premises used for the making of a film, television programme, audio programme or audio-visual advertisement;

…

(g)theatres and concert halls for—

(i)education and training of a kind mentioned in paragraph 6(3),

(ii)rehearsal, or

(iii)performance without an audience for broadcast or recording purposes;

**ANNEX 2**

Culture Secretary, Oliver Downden confirmed on 4th January 2020 via twitter:

*“For the arts/creative sectors this means You should work from home unless you can’t - exemptions include for training and rehearsal of performances, recording studios and film & TV production Outdoor heritage sites and gardens can stay open for exercise*

This document has been prepared by the Music Producers Guild, the trade body for Music Producers, Recording Engineers, Mixers, Mastering Engineers and Recording Studios.

It is not a legal requirement but intended as an additional reassurance for members travelling to and from work during the National Lockdown.