[Company Logo]

[Date]

**To whom it may concern: essential transport of goods**

**By this letter, [Company name], located at [Address] requests permission to continue the transport of fragrance chemicals, which are vital elements of cleaning and disinfecting products and are therefore essential to reducing the spread of COVID-19.**

The fragrance chemicals will be supplied to [Customer name] for use in the manufacturing of [Products/Brands].

***The essential nature of fragrance materials***

Fragranced products are an essential element of vital supply chains to combat viral pathogens. Products include disinfectants, hand sanitizing gels, cleaning products, soaps and other essential personal care items. They are used in hospitals, homes, pharmacies, care facilities for the elderly and other premises. Demand for these products is currently soaring and swift supply of all essential materials is absolutely necessary.

The use of fragranced products has been shown to encourage product use, therefore maintaining good cleanliness and hygiene – which are crucial in slowing the spread of the virus. Fragrance masks odors in cleaning products that would otherwise make them unusable and helps people to know that surfaces and hands are clean, based on the way they smell.

Further information can be obtained from the attached statement by The International Fragrance Association (IFRA).

***Maintaining good health and safety***

All employees have been instructed to comply with social distancing requirements and we are taking every step to minimize the risk of infection and the spread of COVID-19.

Please contact me should you have any questions.

[Name]

[Position]

[Company]

[Phone]

[Email]