

March 10, 2020

Ms.
Address
City, ST xxxxx

Dear Ms. _____,

Due to the current national situation involving coronavirus/COVID-19 and our policies regarding those who have traveled to affected areas, we must insist that your travel to Carolina Village be postponed indefinitely. While we know that this is an inconvenience to you, we hope you will appreciate our stance as we work diligently to keep our community members' health and well-being as safeguarded as possible. Our residents, as you know, are among to most susceptible to COVID-19, so we are limiting possible exposure to our greatest ability, especially since the Governor has issued a State of Emergency for North Carolina.

We understand that this will likely affect your travel plans, which we certainly regret. Should your travel provider require any additional verification regarding the reasons as to the changes to your travel plans, please have them reach out to me. The enclosure includes our policies, which specifically relate to your situation. We hope you find them useful.

Your cooperation and support during this time mean a great deal to our community. If I can answer any questions, please do not hesitate to let me know. Thank you.

Sincerely,

Kevin Parries
Executive Director

Encl: Coronavirus Preparedness