

VAT Reg. No. 278 7269 02 Registered in England 615971

Dear Client,

First of all, I hope you are keeping well and managing to cope through these very testing times.

As the COVID-19 situation develops, I want to reassure you that we have deployed our Business Continuity plans to minimise the potential impact on our staff, whilst continuing to provide a full service to you.

These are truly extraordinary times for the travel industry. I have been with Wayte Travel Management for 32 years and have experienced many disruptions including two Gulf Wars, 9/11, the 2008 Financial Crisis and the ash cloud. The coronavirus outstrips all of these in terms of its impact on global travel – we are in unchartered territory.

It will therefore not surprise you that we've had to make adjustments to our business to counter the steep falls in traffic and revenue. From Monday 23rd March most of our staff will work a 3 day week. We are also arranging for homeworking wherever possible. Our intention is reduce costs but to keep our team together ready for when normality returns, whenever that may be. Please be assured that, throughout this period, we will continue to provide the excellent, proactive service that we're known for.

Our business is long established and financially strong. We are well placed to survive this storm. I'd like to thank my teams in Stoke on Trent, Jersey, London and Manchester for their support and goodwill in this most difficult of times.

Finally, I'd also like to thank you, our clients, for your many messages of concern and for your continued business – we will get through this together.

Best Wishes

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Chris Morris Managing Director