

Letter from your customer

DATE

NAME

OFFICE

STREET ADDRESS

SUBURB STATE PCODE

Cc'd: EMAIL CONTACT

RE: COVID-19 – Essential Service Supply Chain Provider – Print, Mail and Distribution

Dear Sir/Madam,

I write to you to advise <CUSTOMER COMPANY> during the COVID-19 pandemic, as an essential service, utilises <INSERT PRINTER NAME> for supply of our print requirements.

Specific requirements include:

- <LIST OF ITEMS PRODUCED>

We have included in this correspondence our company's COVID-19 safety protocols and confirm we have received your COVID-19 Printing Protocols to protect your workers and the wider Australian community throughout the production process.

Yours Sincerely,

NAME

TITLE

COMPANY