

Template letter - Member Customer essential service provider

Instructions

Your Customer to apply to their letterhead.

This letter confirms your business as an essential service supply chain provider for your Customer.

This letter needs to be customised by the user for their specific circumstances.

Appropriate consideration of your supply across 'to be defined' essential services is required and reliant upon your judgement.

Date

Employees name

Address 1

Address 2

Address 3

Cc'd: **[email contact]**

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

Dear **[insert supplier name]**,

I write to you to advise **[Customer Company]** during the COVID-19 pandemic, as an essential service, utilises **[insert printer/supplier 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,

[Managers name and signature]