

Covering Letter Template – Organisation (sustained service):

Ms Sharon Prendergast
Director
Honours and Awards Secretariat
Government House
CANBERRA ACT 2600

Dear Ms Prendergast

The attached recommendations have been received for 'sustained service' for the award of the *National Emergency Medal* for the **(Victorian Bushfires 2009 and/or Queensland Floods 2010-2011)** Clasp to the Medal from members of **(name the organisation)**.

As Chief Officer I certify that each member has satisfied the eligibility criteria and has made a sustained contribution in direct response to the nationally significant emergency for which they have been nominated.

Should any of the recommendations require clarification, please contact **(name of contact)** of this office on **(telephone/email)**.

Yours sincerely

(Chief Officer's name)
(Position/Appointment)