

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, to the best of my knowledge, has satisfied the eligibility criteria, and has worked an average of at least four hours each day of service over the qualifying period in direct response to the nationally significant emergency for which they have been nominated.

Service must be in the protection of lives and property, or in the service of interests, that are not their own, in direct response to the emergency, including support that enables or facilitates the emergency response.

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)