Sharon Prendergast LVO

Director

Honours and Awards Secretariat

Government House

CANBERRA ACT 2600

Dear Ms Prendergast

Please find attached ‘sustained service’ applications which have been received for the award of the National Emergency Medal and/or Clasp to the Medal for members of <Insert organisation name> who rendered service during the <Emergency> in the attached schedule/s.

As the agency’s recommending officer I certify that each member, has satisfied the eligibility criteria for the nationally-significant emergency, 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.

Each applicant’s dates of service and the area in which they rendered service in direct response to the declared emergency (including support that enables or facilitates the emergency response) has been confirmed.

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

Yours sincerely

(Name)

(Position/Appointment)

(Organisation)