[Insert date]

Name

Position

Organisation

Address

Suburb State Postcode

Dear valued supplier

**Essential Supplier – <name of state/territory> Mining, Oil & Gas Sector**

At their 24 March 2020 [meeting](http://www.coagenergycouncil.gov.au/sites/prod.energycouncil/files/publications/documents/COVID-19%20-%20Resources%20Ministers%20-%20Final%20Communique_Commonwealth_0.pdf), federal and state resources ministers agreed that the resources sector is essential in maintaining a strong Australian economy.

Ministers also recognised that resources sector operations are a key priority, along with the implementation of new health measures. Accordingly, key service providers critical to the continued operation of the resources sector can be considered essential service providers.

In partnership with federal and state governments, the resources sector has implemented strict [National COVID-19 health and safety protocols](https://minerals.org.au/sites/default/files/Resources%20Sector%20National%20COVID-19%20Protocols%20March%202020.pdf) to keep our workforce, families and communities safe and healthy and our sites operating. These protocols have been endorsed by Commonwealth, States and Territory governments.

<name of resources company> has assessed supplies critical to continued operations over the expected period of the pandemic and has identified <name of supply company> as an essential supplier.

<name of resources company> has and will continue to operate in accordance with the national COVID-19 health and safety protocols to help keep our workforce, families and communities safe and healthy.

As <name of supply company> is an essential supplier to the resources sector, it is important that we work as partners to implement and operate effectively together under the national COVID-19 health and safety protocols to meet community and government expectations of essential industries.

If you have any questions, please contact «Company\_Contact\_Person» on «Company\_Contact\_Person\_Tel».

Yours sincerely

**«Company\_Representative»**

**«Position»**