**Resource 9: E-mail template to supplier**

[**Greeting**][**Name**],

I would like to notify you that our outlet, [**name**], is currently making changes to improve the healthiness of the foods and drinks we offer. We believe as a [**type of facility**], that the food and drink we have available for our community should promote health and wellbeing.

[**List relevant changes**]

Due to these changes we will be adjusting the type of [**food/drink**] we order. We will be using the Victorian Government’s *Healthy Choices*guidelines to classify the drinks available in our outlet as ‘GREEN’ (best choice), ‘AMBER’ (choose carefully) and ‘RED’ (limit). ‘GREEN’ drinks include still or sparkling unflavoured water and flavoured still or sparkling water with natural essence. ‘AMBER’ drinks include diet/artificially sweetened drinks. ‘RED’ drinks include all non-alcoholic, water-based drinks with added sugar. This includes non-diet soft drinks, energy drinks, fruit drinks (not fruit juice), sports drinks and cordials. ‘GREEN’ foods include fruit, vegetables and legumes/beans and milk, yoghurt, cheese and/or their alternatives, mostly reduced fat. ‘RED’ foods are food high in energy, saturated fat and added sugar and salt and include deep fried foods and confectionary.

Due to the changes mentioned above, we will be limiting our order of ‘RED’ [**food/drink**] and increasing our orders of ‘GREEN’ and ‘AMBER’ [**food/drink**].

We would appreciate your support with these changes and encourage you to notify us when you have new ‘AMBER’ or ‘GREEN’ [**food/drink**] available. Further, we would encourage you to use [FoodChecker](http://foodchecker.heas.health.vic.gov.au/%22%20%5Ct%20%22_blank), to assist you with classifying the [food/drinks] you have available or contact the Healthy Eating Advisory Service on 1300 225 288 if you have any questions.

We look forward to continuing our relationship in the future.

Best wishes,

[**sign off**]