[Details of addressee]

[Details of addressee]

[Details of addressee]

[Details of addressee]

[Details of addressee]

.

[Date]

Dear Sir/Madam,

My name is [name], and I am the Armed Services Liaison Officer for Alcoholics Anonymous in this area.

I am sure you are fully aware of the prevalence of serious alcohol dependency problems which society faces today. However, you may not be aware that Alcoholics Anonymous can offer a whole range of materials and services available to your organisation, totally free of charge. These include literature, videos, speakers, and volunteers willing to come along and explain how AA works and how it can help people who have a problem with alcohol.

There is much myth and misunderstanding in the public domain about AA. In an effort to remedy this, AA welcomes any opportunity to:

* Meet officers and/or staff associations, human resources personnel, welfare officers, and other workers to discuss ways in which AA could cooperate;
* Conduct presentations explaining the AA programme of recovery;
* Supply free posters and contact cards. Experience has shown that problem drinkers sometimes take advantage of the anonymity this affords to contact AA directly;
* Take any individual with a drink problem to an AA meeting and also offer them introductory literature and contacts. Everyone concerned can be assured that the anonymity of anyone who seeks AA’s help is guaranteed.

If you would like more information about Alcoholics Anonymous, please do not hesitate to contact me by telephone or email me at the address above. Thank you for your consideration in this matter.

Yours faithfully,

### Contacting AA

If you need help with a drinking problem, either phone our national helpline on 0800 9177 650 or contact us by email: help@aamail.org.

These services are staffed by volunteer members of AA who will be happy to answer your questions or put you in touch with those who can.

Or, for more general queries about AA, you can write to our General Service Office: Alcoholics Anonymous, PO Box 1, 10 Toft Green, York YO1 7NJ, tel. 01904 644026, email: gso@alcoholics-anonymous.org.uk.

Website: <http://www.alcoholics-anonymous.org.uk/>.

[Your name]

[Your role in AA]

[Intergroup/Region]