[Details of addressee]

[Details of addressee]

[Details of addressee]

[Details of addressee]

[Details of addressee]

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[Date]

Dear Sir/Madam,

My name is [name], and in addition to being a member of Alcoholics Anonymous, I also am the [name of Region or Intergroup] Armed Services Liaison Officer for Alcoholics Anonymous (AA).

Alcoholics Anonymous is a worldwide, self-supporting organisation, and our primary purpose is to stay sober and help others recover from alcoholism. There are no dues or fees for AA membership.

As you may know, AA is a confidential and anonymous self-help programme that accepts no outside financial contributions. We exist solely to recover from the problems we have had with alcohol and to freely help others who are having similar problems which may impact on their duty/performance and/or family life. Members come from all walks of life, including serving and former serving persons from all three services who are willing to share their experience with others who might need help.

Throughout Great Britain, thousands of AA meetings are held each week. There are meetings in or near most towns and cities in Great Britain. My initial role in this post is to provide information about what AA can (and cannot) do, and to help where we can with individuals who are suffering from alcoholism. One of our aims is to raise the level of awareness by giving presentation, holding more informal discussions, and providing literature.

If you would like to take up this offer, please get in touch.

### 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/>.

Yours faithfully,

[Your name]

[Your role in AA]

[Intergroup/Region]