



Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

Mr. John Sample
Human Resources Director
ABC Corporation
1234 Mainstreet
Anytown, USA 00000

Dear Mr. Sample:

We urgently need your help. Over one million Americans already are infected with HIV, the virus that causes AIDS. AIDS is now the leading cause of death among Americans aged 25-44. As a human resources professional in the 1990s, you have more control over our nation's and your company's future than you probably realize. You can help protect your company and your employees by facing AIDS with authority and professionalism. And we can help you do it.

Private industry and the U.S. Centers for Disease Control and Prevention (CDC) have joined in partnership through the Business Responds to AIDS Program to create the most comprehensive package addressing HIV and AIDS in the workplace. It is called the **Manager's Kit**. Developed by some of the nation's top health, insurance, and legal experts, it gives you all the basic information you need to prepare for the impact of HIV/AIDS in your workplace.

This kit is offered to stress the importance of creating a comprehensive HIV/AIDS program for your company. With an effective program in place you can avoid crisis situations, educate your employees about HIV/AIDS, and stand out as a leader in your industry and community.

Once you receive the kit, you will see it answers the same questions you have been asking about HIV/AIDS in the workplace and many others you may not have considered yet. Please see the enclosed brochure for a complete overview of its contents.

To order your *Business Responds to AIDS* Manager's Kit for only \$25, please call the Business and Labor Resource Service at 1-800-458-5231 (select the 3rd option on the English menu for information about HIV/AIDS in the workplace) and ask for Manager's Kit A. Or, if you prefer, simply mail the enclosed reply form or fax it to 1-301-738-6616.

By using this comprehensive reference tool to fully understand your role in this epidemic, you can do your part to help protect your employees and your company and help in the overall efforts to prevent the spread of HIV. I hope you will take this important step toward helping *your* business respond to AIDS.

Sincerely Yours,

Angie Hammock, Director
Business Responds to AIDS and
Labor Responds to AIDS Programs