

| **From the Cooperation with the Professional Community Workbook**

Guide Letters

Many C.P.C. committees initiate contact with professionals through letters. The following is a summary of suggested content and enclosures for these mailings.

Most effective C.P.C. letters include some or all of the following elements:

- Information about A.A. in the form of the Preamble, summary paragraph or “Fact Sheet,” and appropriate literature samples;
- An offer to cooperate with the professional person or organization in carrying the message, accompanied by the name and/or address of an appropriate contact within the Fellowship;
- Information on the Traditions, especially those dealing with anonymity and cooperation without affiliation.

Depending on local needs, C.P.C. letters may be written to individuals, to professional schools and faculties or to groups such as doctors, clergy, correctional and treatment, professionals, educators, lawyers, and counselors of all types.

Sample guide letter to a doctor, clergy member, lawyer, therapist or counselor

June 10, 1995

Dr. John Doe (or other appropriate title)
Box 954
Any Town, State or Province (zip or postal code)

Dear Dr. Doe:

You may be familiar with Alcoholics Anonymous, better known as A.A. It is possible you have (patients, students, clients, members of your congregation, etc.) with a drinking problem who could benefit from A.A., if they knew it could help them. Perhaps the Cooperation With the Professional Community program can help you get some of this information to them.

The attached "Fact Sheet" explains briefly what A.A. is and what it does. It points up the extraordinary influence professional people can bring to bear on the problem drinker. Should you have questions about A.A. you might like to ask of a recovering alcoholic, we can supply an A.A. contact who would be glad to answer your questions about A.A. personally. He or she is also available to introduce your alcoholic (patient, student, etc.) to our Fellowship.

If you are interested in receiving a packet of information, or being contacted by an A.A. member, please complete the enclosed card and mail it in the self- addressed envelope. We just want you to know that we are available to you and those with whom you work.

Sincerely,

Jane S., Chairperson
Cooperation With the Professional Community Committee
Enclosures: A.A. Fact Sheet
Response Form and self-addressed envelope

Using a slightly different approach, the body of another letter might contain the following wording:

This letter comes to you from Alcoholics Anonymous, not as a request for anything, but as an offer of A.A. services through you to (your patients, clients, students, congregation members, etc.) who may have a drinking problem. Because of your involvement, you are in a unique position to have contact with what we call the "still-suffering alcoholic."

The purpose of our A.A. Committee for Cooperation With the Professional Community is to be "friendly with our friends" in all walks of life, so that the A.A. message of personal recovery can reach more of those who need and desire our help.

Simply stated, Alcoholics Anonymous is a worldwide Fellowship of more than two million men and women who help each other maintain sobriety and who offer to share their recovery experience with others. Anyone who thinks he or she has a drinking problem is welcome at an A.A. meeting.

Much more information about A.A. is available in A.A. literature. The enclosed postcard lists a few of the available services in which you may be interested. This card, returned to us with any or all of the boxes checked, will be answered promptly with a phone call to arrange an answer to your request in the manner most convenient to you.

(This language may be tailored to meet the needs of a particular audience.)

The "Fact Sheet," reproduced on the next page, clearly explains what A.A. does and does not do, and might be included with all mailings. Information in the "Fact Sheet" has successfully answered many questions about our Fellowship.

A.A. Fact Sheet

The Preamble of Alcoholics Anonymous

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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What A.A. Does

Nonalcoholic guests are welcome at "open" A.A. meetings. Attendance at "closed" meetings is limited to those who are alcoholic or think they may have a drinking problem.

At meetings A.A. members share their recovery experience with anyone seeking help with a drinking problem, and give person-to-person services or "sponsorship" to the alcoholics coming to A.A.

The A.A. program, as set forth in the Twelve Steps to recovery, offers the alcoholic an opportunity to develop a satisfying way of life free from alcohol.

What A.A. Does NOT Do

1. Make medical or psychiatric diagnoses or prognoses, or offer advice.
2. Provide drying out or nursing services, hospitalization, drugs, housing, jobs, money or other welfare services.
3. Accept any money for its services or contributions from outside sources.
4. Provide letters of reference to parole boards, lawyers, court officials, social agencies, employers, etc.
5. Engage in or support education, research, or professional treatment.

Our recovery is based on sharing our experience, strength and hope with each other, that we may solve our common problem; more importantly, our continued sobriety depends upon helping others to recover from alcoholism.