

# ***Appendix F***

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## ***Annual Update Request Message (Email)***

**\*\*Note: All proposed changes in the attached are highlighted in gray.**

Dear Colleague:

The CDC National Prevention Information Network (formerly the National AIDS Clearinghouse) was established in October 1987 by the Centers for Disease Control and Prevention to serve the information needs of health professionals working with HIV/AIDS. To help accomplish this mission, the National Prevention Information Network (NPIN) has compiled an extensive database on organizations that provide services related to HIV/AIDS, Viral Hepatitis, STD, TB, and related conditions. This Resources and Services Database is used by NPIN Information Specialists to respond to inquiries from health professionals and by CDC-INFO (formerly the CDC National AIDS and STD Hotline) to refer callers to appropriate local service organizations.

Each year we verify and update the information about the more than 15,000 organizations listed in the Resources and Services Database. It is time once again, to request that you verify the information we currently have about your organization. Attached are instructions and your organization's record as it appears in the NPIN Resources and Services Database. Your participation in this data collection is completely voluntary.

Please help us maintain the accuracy of our information by reviewing the record and providing any corrections and/or additions as needed. Please be as detailed as possible. You may supplement the description of your organization's HIV/AIDS-, Viral Hepatitis-, STD-, or TB-related services by providing us with a copy of your organization's brochure.

We would like to receive your updated record by [DATE]. Until we hear from you, we will continue listing your organization in the NPIN Resources and Services Database as it appears on the attached record, and when appropriate, refer callers to your organization.

We appreciate your participation in this and past verification efforts. With your help, we are confident that NPIN will continue to provide the most current information about the services and educational materials related to HIV/AIDS, Viral Hepatitis, STDs, and TB to health professionals that serve the American public.

If you have any questions about this project, the services NPIN provides, or have additional or updated information to send us during the year, please call 1-800-458-5231. We welcome you as both a contributor and user of the CDC National Prevention Information Network.

Sincerely,

Jane McIntyre  
NPIN Database Manager