August 11, 2009

Jane Doe, Laboratory Director
General Health Center
1111 Easy Street
City, State 01010

RE: **Model Performance Evaluation Program Number** 12345

Dear Ms. Doe:

Thank you for your interest in the Centers for Disease Control and Prevention Model Performance Evaluation Program (MPEP). We have received and processed your recent enrollment request and enrolled your laboratory in the following MPEP project area:

Human Immunodeficiency Virus (HIV) Rapid Testing

Please use the above referenced MPEP number when communicating with us about the MPEP project area in which you are participating.

The next shipment of samples for HIV Rapid Testing is scheduled for **September 2009**. Your MPEP number will be located on the internal mailing label of each shipment of samples. You should receive a pre-shipment email before any shipment, notifying you in advance of the shipment date and asking you to return an Information Change form if there is any change in laboratory address or contact person. This will ensure that there will be no difficulty in each shipment of samples reaching your laboratory.

For questions regarding scheduled sample panel shipments or the mailing of survey questionnaires, please contact the MPEP Coordinator, Leigh Vaughan: email LVaughan@cdc.gov , phone 404-498-2246; the MPEP toll-free at 1-877-360-8502, email MPEPHIV-RT@cdc.gov ; or by contacting Ms. Sandra Neal, CDC, at (404) 498-2238, or at the address below.

Thank you for your support of this very important program.

Sincerely yours,

Sandra W. Neal, B.S., MT(ASCP), M.S., P.M.P.
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