



**DEPARTMENT OF HEALTH & HUMAN SERVICES**

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Program Support Center  
Division of Acquisition Management, AOS

Office of the Director  
Room 5C-18, Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

Subject: On-Site Training Seminars

Dear Mr. Hourigan,

After a member of my staff attended one of your seminars, they came back to the office very enthusiastic and spirited. They highly recommended acquiring your services to come and help our organization gain ideas and skills to improve relationships with our customers and each other.

On behalf of the management and staff of my Division, I would like to compliment you and thank you for the very informative and high energy presentations you have been conducting for my organization. The feedback from staff and management is very positive. We have already witnessed many of your ideas being put to use from both the "How To Work With Almost Anybody" and "How To Get Everything Done and Still Have A Life".

We look forward to our upcoming seminars, in particular the "Stress Management" we will be having in August, our more stressful time of the year ending another fiscal year in acquisitions.

Thanks for living up to the outstanding reputation I had heard about prior to your presentations to our organization.

Sincerely yours,

Christie A. Goodman  
Director