



240 O'Connor Street, Wellsville NY 14895
ph: 585-593-5700 fax: 585-593-5957
www.AlleganyArc.org/ACHIEVE

Dear Business Owner:

Please allow me to introduce myself. My name is Christina Lyon, and I am the Senior Manager of Vocational Education for ACHIEVE Career Consultants. Our services offer mutual reward to both employer and employee. Employees benefit by gaining competitive employment which increases their self-determination, independence, and self-esteem. In return, employers receive a trained, dependable, and dedicated employee, as well as Work Opportunity Tax Credit (WOTC) benefits.

Please review the ACHIEVE brochure found on our website. It best describes the aim and procedure of this supportive employment program. I am confident you will agree that this is a very worthwhile and rewarding project.

I am not writing to you for a commitment, but for the opportunity to explain in greater detail a program that is an asset to any company and the community as a whole. If you are interested, I would like to contact you within the next two weeks to arrange a time for us to meet and discuss how ACHIEVE Career Consultants can help you and your business.

Thank you in advance for your time and consideration. I look forward to speaking with you in the near future. If you have any questions or concerns, please feel free to contact me at your convenience at 585-593-5700 ext. 422.

Sincerely,

Christina M. Lyon
Senior Manager Vocational/Education Services

Thomas Talbett Jr., Board of Directors President
Richard S. Witkowski, Chief Executive Officer and President
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