# **Donation Request Letter**

February 13, 20XX

Mr. Elijah Wood  
Funds Coordinator  
Donor Works  
8273 Robinson Thomas Road  
Meridian, MS 72635

Dear Mr. Wood:

As you are aware, Cooper Children’s Hospital is dedicated to the health and wellbeing of a large population of children in Meridian. We have recently added a new department to cater to children with learning disabilities and we have been quite successful in integrating them into society to help them lead normal lives.

Since the demand in our services is growing, we are now finding it necessary to add a new department for the children who have a long stay at Cooper Children’s Hospital. We have recently assessed our situation and have realized that we are not very well-equipped to handle more than 200 patients at a time – 200 being the number of individual rooms we have. The new wing will resolve this issue.

We are confident that the new building will be constructed within six months. However, we do not have sufficient funds to furnish the rooms in the new division and would like you to help us here. The new wing will host 100 patient rooms for which we will need 100 sets of all hospital room amenities, the cost of which stands at $60,000.

You have been a regular donor for our hospital and we trust that we will not be disappointed at this time either. I can be contacted at (444) 444-4444 if you need further details about the new wing and the list of things that we need to purchase once the donor payment has been made.

Thank you,

Sincerely,

Mason Perry  
Hospital Administrator  
Cooper Children’s Hospital