

Fundraising Letter

DATE

NAME

COMPANY

ADDRESS

CITY, STATE ZIP

Dear NAME:

On March 6, 1957 Ghana became the first African country located south of the Sahara to gain independence from colonial rule. Fifty years of independence has led to great social and economic achievements; yet, Ghana's health care system remains inadequate and only provides service to approximately 50% of its population. This is why Help International, Inc. is asking NAME OF HOSPITAL to make donations of medical equipment, medical supplies, and office equipment to one of the medical facilities that we support: Achimota Hospital. The hospital is located in Achimota Township, which is situated just outside of Accra (the capital of Ghana).

Help International, Inc. is an Illinois non-profit corporation whose mission is to help disadvantaged people – children, families, seniors, and others – find the way from poverty and despair to self-sufficiency and belief in their abilities to succeed. We accomplish this mission by providing food, educational assistance, healthcare, health education, and women services for disadvantaged people who live in the United States and Africa.

Health care organizations like Achimota Hospital provide invaluable services to their communities. But insufficient medical equipment and supplies coupled with the lack of office equipment needed to efficiently maintain hospital operations make it impossible for these facilities to keep up with the demand for services. Therefore, people are suffering needlessly – even dying – from injuries and illnesses that can be successfully treated.

Your donations will help provide essential medical services to children, families, women, and others who depend on Achimota Hospital for their survival. We are in need of various medical equipment including x-ray machines, blood pressure monitors, heart rate monitors, respiratory equipment, IVACs, PCAs, PCEAS, and SCDs. We could also use medical supplies as well as office equipment such as computers, printers, and fax machines. Any equipment that you donate will be greatly appreciated and put to good use. We will pick-up the equipment, repair it (if necessary), and ship it to the hospital.

Your support will help Ghanaians in need gain and maintain health so they can achieve self-sufficiency and contribute to the long-term growth and stability of their homeland. We greatly appreciate your time and consideration of our request. If you have any questions or need additional information, I can be reached at (773) 569-3281.

Sincerely,

Thomas Johnson
Executive Director

*Katherine Williams
Writing Portfolio*

This letter was written for a social service agency that was soliciting businesses for in-kind donations. All identifying information has been changed.