

Donation Request Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of the [Hospital Name] Gift Shop, which plays a vital role in supporting our hospital programs and services. Our gift shop not only offers a variety of items to patients and visitors but also helps fund essential resources for patient care.

We are reaching out to request your support through a donation of [specific items or monetary contribution] for our gift shop. Your generous contribution will directly enhance the shopping experience for our patients and their families and will help us continue to provide quality service.

In recognition of your support, we would be happy to acknowledge your donation in our promotional materials and display your company's name in our gift shop. We believe this partnership can mutually benefit both our organizations.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss this further.

Thank you for considering our request. Your support makes a profound difference in the lives of the patients and families we serve.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]

[Hospital Address]

[City, State, Zip Code]