# SAMPLE DONATION SOLICITATION LETTER

*[INSERT YOUR LOGO]*

January 1, 2022

Attn: Store Manager

Neighborhood Hardware Store

55 Main Street

Boston, MA 02228

Dear Manager Name,

I am writing on behalf of The Neighborhood Family Planning Clinic to ask for your help in supporting our clinic’s mission to deliver excellent, patient-centered health care services for people in our community.

Every year, our community-based organization provides more than 2,000 patients with important health care services, such as family planning and breast and cervical cancer screening. We work on a very tight budget and prioritize spending as much of our budget as possible on patient care.

We’ve heard from patients that sprucing up our waiting room would make our clinic more welcoming. To accomplish this goal, we are wondering if your organization would be able to help donate either the items listed or gift cards (in any amount) to help purchase these items:

* 4 gallons of paint
* 2 sets of curtains
* 1 large plant

If you are interested in making a donation, please call me at 555-555-5555, or email me at NFPC@email.com. We are fully prepared to provide documentation of any and all applicable donations for tax purposes.

Thank you very much for considering helping our clinic give our patients a welcoming environment and a positive experience. We hope to hear from you!

Sincerely,

Clinic Manager

## **SAMPLE THANK YOU LETTER**

*[INSERT YOUR LOGO]*

January 1, 2022

Attn: Store Manager

Neighborhood Hardware Store

55 Main Street

Boston, MA 02228

Dear Manager Name,

On behalf of the entire team at The Neighborhood Family Planning Clinic, thank you very much for your generous contribution to our clinic. We greatly appreciate your support in making sure we deliver quality care to our patients in a welcoming environment.

The curtains and plants that you donated make our clinic feel like home. Please also extend our gratitude to the volunteers who applied the beautiful fresh coat of paint from your store. Attached you will find some pictures of the new and improved waiting room. Thank you again for all of your help.

With gratitude,

Clinic Manager