Date

Your name

Complete address

Name of the receiver

Job title of the receiver (optional)

Complete address

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the receiver):

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am writing you to ask for donation for my father`s burial. Yesterday he was died due to lung cancer. He was confined on the Hospital for almost 2 years, so the hospital bill hit for $200,000.

Our family has no capacity to pay the expenses or bill immediately. Before the body of my father to be released, at least half of the money would be given to the hospital.

I am hoping that you would help me for this. Your donation in any amount is highly appreciated.

Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your phone # and/or email address) if you are able to join the league Thank you for your time and for considering this letter.

Sincerely,

(signature)

Your name typed.