Sample Letters to the Editor

Hospital Letterhead

Letter #1: From a hospital representative

1XX Words

Dear editor:

[HOSPITAL OR HEALTH SYSTEM] recently issued a report on the community benefits provided to residents it serves. The report demonstrates how [HOSPITAL OR HEALTH SYSTEM] not only provides uncompensated treatment to all those in need, but also operates free health improvement programs to ensure healthier children, safer environments, earlier detection of disease and enhanced access to basic health care services.

[HOSPITAL OR HEALTH SYSTEM] provided more than [$XX] in community benefits to more than [NUMBER CITY NAME] residents. This includes more than [$NUMBER] in free or reduced-fee community-based programs offered to our community.

[HOSPITAL OR HEALTH SYSTEM] has a commitment to care and our mission is to promote better health within our local community while sustaining high-quality, affordable health care services for everyone who needs it — regardless of their ability to pay. We are pleased to demonstrate [HOSPITAL OR HEALTH SYSTEM’s] positive impact on improving the health and quality of life, within our community and beyond our hospital walls.

Of course, numbers make up only a piece of the total community benefit picture. The rest resonates through the actions of our caregivers and other hospital employees — without their commitment and dedication there would be no mission. We are proud of [HOSPITAL OR HEALTH SYSTEM], our team members and the work we are doing to make [CITY NAME] a healthier and safer place to live, thrive and enjoy our family and friends.

Sincerely,

NAME

TITLE

PHON E

Personal Stationary

Letter #2: From a person who benefited from a community program or service

1XX Words

Dear editor:

When I was suffering from [AILMENT], I sought treatment at [HOSPITAL OR HEALTH SYSTEM]. They helped in a way I didn’t think was possible. [INCLUDE BRIEF, TWO SENTENCE EXPLANATION OF SITUATION (i.e., NEEDED IMMUNIZATION, BUT COULDN’T AFFORD IT, RECEIVED A FREE HEALTH SCREENING THAT CAUGHT A DISEASE EARLY, ETC.)]

Like many, I was fortunate to experience [HOSPITAL OR HEALTH SYSTEM’S] willingness to help beyond the delivery of traditional medical services. When I recently read that [HOSPITAL OR HEALTH SYSTEM] provided more than [$NUMBER] in total community benefits to more than [NUMBER COMMUNITY NAME] residents in 2013, I was not surprised — but again grateful for their commitment and care to me and others like me.

[HOSPITAL OR HEALTH SYSTEM] doesn’t just treat disease or provide care to those who enter their hospital — they are out in our community making us healthier and stronger. Thank you [HOSPITAL OR HEALTH SYSTEM] for always being there when we need you the most.

Sincerely,

NAME

TITLE

PHONE