**Sample Fundraising Letter to Eligible Employees**

*Please use personal stationary*

Dear **<Name>:**

Our hospital faces many challenges as we strive to provide quality healthcare for the communities we serve. To that end, it is important that our hospital have a strong voice in Nashville.

*Friends of THA*, the political action committee (PAC) for Tennessee hospitals, allows hospital employees and other hospital supporters from across the state to provide contributions and other financial support to legislators who understand and are committed to issues unique to the hospital community. The decisions made by these elected officials directly affect the quality of care we provide to our communities.

Please know that any contribution will support the PAC in working with our elected officials on issues important to the future success of our hospitals and the communities they serve. I have kicked off our participation in this drive by writing a personal check to *Friends of THA*. Please consider making a contribution of your own.

Anyone can contribute to *Friends of THA*—executives, healthcare professionals, physicians, volunteers and board members. The size of the contribution also does not matter—small contributions from hospital staff go a long way toward helping THA meet its goal and every dollar counts.

Your contribution is important to our hospital, but I want to emphasize that all contributions are voluntary and have no impact on your job status, performance review, compensation or employment. Any amount given, or the decision not to give, will not put you at an advantage or disadvantage in any manner.

If you decide to contribute with a check, a [contribution card](https://t.e2ma.net/click/hr7dlc/lqx8mk/1akkwrc) is available. Please complete a contribution card and forward it to me by **<date>.** I will mail in our contributions together. You also can make contributions via credit card online by going to <https://secure.tha.com/friends/>.

 Thank you for your consideration.

Sincerely,

**<Name>**

**<Attach contribution card>**