To

[The Recipient Name]  
[Address]

Dear [X],

We want to thank everyone on behalf of the children’s hospital fundraising committee. Three months ago, we had advertised that the hospital urgently needed new dialysis machines. Kids with chronic kidney disease often end up with kidney failure and they need dialysis for life or until they get a kidney transplant.

The required rate of dialysis for these patients can be as often as three times per week. Each session lasts approximately four hours. This puts a huge load on the number of available machines and often ends up causing an unnecessary and often dangerous delay in inpatient treatment. Hence the requirement for more machines. To this end, different fundraising events were planned to include a concert by [name] and a spring gala.

It was only due to your active participation and donations that these events were a huge success and we have been able to raise more than [amount] which is enough to cover the cost of a new dialysis wing that would serve [number] of patients per day. This would help hundreds of young children suffering from this terrible condition.

When a community comes together for a good cause, it can bring about a change that improves the lives of everyone. Keep up the good work!!

Looking forward to your positive response,

[Your Name]  
[Address

Date: