To whom it may concern

I am writing this letter on behalf of Mr. John Doe, resident at House 2, Lane 4, XYZ Community. He has been an active member of our neighborhood community for years. Unfortunately, he suffered a stroke last week and has been partially paralyzed. His family cannot afford his treatment. I, therefore, request the entire neighborhood to come forward with donations.

Mr. Doe needs to pay for his doctor’s bills, prescribed medications, physiotherapy sessions, and a wheelchair. I have attached copies of his reports. You may go through these documents for the purpose of verification.

Any donation you make would be highly appreciated. Please make an online transfer to account number [X], Bank ABC. You may call his son at (phone number) for further details.

Sincerely,

Mark Buffalo,  
CEO,  
The Eagle Eye Football Club