



Sample solicitation letter:

Dear Dick and Jane,

Another year has passed, and it is time for Beth Israel Deaconess Hospital Medical Center to prepare for its annual fundraising gala. Last year's gala was a huge success with more than 500 people gathering together to raise more than \$150,000 in support of the hospital. This year, more than ever, we will need everyone's support to bring our exciting plans for the hospital to fruition.

In 2008, we are celebrating the 10th Anniversary Gala on Friday, October 24, at the Marriott Hotel and all proceeds will benefit cancer care and research.

In your role as a supporter of BIDMC, you are an important member of our community. We are writing to ask you to consider your own network of personal and professional contacts and how you might be able to reach out to them to broaden our base of support. Among the many ways that an individual or company can contribute, include sponsoring the event, advertising in the program booklet, or donating an auction item. Enclosed you will find more detailed information about each of these options.

If you need more information or have any questions, please contact Kelly Wallace at kwallace@bidmc.harvard.edu. Thank you in advance for your commitment to Beth Israel Deaconess Medical Center and this special event.

Sincerely,

Betty and Fred Smith
10th Anniversary Gala Co-Chairs

Sample thank you letter:

Dear Bob,

Thank you for attending the event this weekend at (location). With your support and involvement, Beth Israel Deaconess Medical Center is able to continue to offer state-of-the-art technology and provide our patients with exceptional service and personalized care.

Thanks to your generosity, the event raised \$25,000 to benefit (department) at the Medical Center. The day was a wonderful celebration and a true testament to the compassionate spirit of the BIDMC community.

It was wonderful to see you, and I look forward to celebrating with you at an event in the future.

Sincerely,

Jane Smith

Beth Israel Deaconess Medical Center
Office of Development
330 Brookline Avenue (BR)
Boston, MA 02215
617-667-7330