



The following document is a sample from a real campaign directed by Capital Quest. Permission is hereby granted for printing this document for the limited purpose of education and training of board members and community/campaign leaders. It is copyrighted material.

For more information on Capital Quest please see contact information below:



**Capital Quest, Inc.
Consultants Serving Philanthropy Nationally
Since 1992**

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April, 2007

Name
Address
City, State Zip

Dear Name,

Thank you for meeting to discuss "*The Golden Window Campaign*" to re-develop the Emergency Department at CRMC. There is little question that enhancing the emergency services available to the people of this area is the hospital's highest priority and the one that will have the most dramatic impact on the most people in our service area.

Raising \$3,500,000 to \$5,000,000 will not be easy. Each board member will need to help set the tone for this campaign through his or her personal financial support. Only when our employees, physicians, and the community see our personal level of commitment can we ask them to make the challenging financial gifts we'll need to be successful

Enclosed you will find the "*The Golden Window Campaign*" brochure outlining the changes and improvements that are planned for emergency and related cardiac services. The inside back cover of this brochure outlines various giving opportunities. We are asking each board member, from both of our boards, to consider a five-year gift to the campaign.

As you review the giving options, we'd respectfully ask you to consider the GIFT PLAN NAME. This level, when combined with other gifts from your fellow board members, will provide true leadership in CRMC's attempt to do something that has never before been done in the community. Regardless of which Gift Plan you choose, know that your support is deeply appreciated and will help make emergency services the best they can be.

Please be assured that we appreciate whatever level of financial commitment you are able to make. We know you will support this campaign to the best of your ability, just as you have demonstrated exceptional support of CRMC and our community's medical needs in the past.

Sincerely,

Co-Chair

Co-Chair

Co-Chair