

Sample Letter

Sometimes families need funding for equipment, services or recreational programs that are not paid for by insurance. One option is to consider approaching charitable organizations that raise funds for various worthy causes.

The attached sample letter gives a basic outline for writing your own letter. The letter can be sent to Lions Clubs, Kiwanis, Easter Seals, churches and other clubs to which a family may be a member.

It is helpful to provide supporting documentation from a physician, specialist, social worker or therapist that knows your child. They can verify their need for the item that you are requesting.

If you have any questions, call the Special Needs Family Center: 414-266-6333 or 800-234-5437.

Sample Letter

March 21, 2006

Anytown Lions Club
Mr. Harry Smith, President
119900 Some Avenue
Anytown WI 53333

Dear Mr. Smith and the Anytown Lions,

*Describe
child and
his/her
needs.*

We are hoping you will be able to help our son, Joey. Joey was born with cerebral palsy. This affects both sides of his body. His muscles are very tight and he is able to walk using a walker. He receives treatment at Children's Specialty Healthcare. We have additional information about Joey and our family on our "Personal History" which is attached to this letter.

*Describe the
item or
service
needed and
explain the
benefits*

Joey receives therapy at Children's, and he recently had an opportunity to use a special bicycle designed for children like him. He was so thrilled to be able to pedal and talks all the time about being able to come with the family and pedal his own bike. Of course, for Joey, the benefits are more than just recreational. He will develop necessary additional body strength. He will have real opportunities to join his friends and family in an outdoor activity.

*Provide any
additional
helpful
information*

Joey would like to own a bike of his own. He had a bicycle resource assessment at Children's, and the bike that meets his needs is estimated to cost \$1700.00. Medical Assistance and private insurances do not pay for this type of equipment. I am hoping you will be able to help him.

Any assistance you could give our family would be appreciated. I am enclosing some additional information from Joey's doctor and a picture of the bike. If you have any questions, please feel free to call me at 414-000-0000. You may also call his therapist, Jane Doe at 414-222-0000.

Thank you very much.

Sincerely,

Tim Jones

Sarah Jones
373 Pleasant Drive
Anytown WI 53333
414-000-0000