**Letter/Email from Hospital CEO to All Staff**

[Letter Format]

OR

[Email Message Subject] Support for HAP’s Donate Life Hospital Challenge

Dear [HOSPITAL NAME] staff member:

[HOSPITAL NAME] is pleased to announce that we have joined The Hospital and Healthsystem Association of Pennsylvania (HAP) and Gift of Life Donor Program as a hospital partner in HAP’s Donate Life Hospital Challenge to educate hospital communities on the critical need for more organ, tissue, and cornea donors and to encourage individuals to register as donors.

Every day, new people are added to the national organ transplant waiting list. That list now exceeds 100,000 children and adults whose lives depend on a life-saving organ transplant. Today alone, 17 people will die because not enough organs are available. Thousands of others whose lives would benefit from the gift of eye and tissue donation continue to wait and hope.

I am writing to urge your active involvement in this campaign*.* As a Hospital Partner in this initiative, we encourage all members of our staff to join with Gift of Life Donor Program, our partner organ donation organization, in educating our hospital community about the critical need for donation and providing opportunities for people to sign up as organ, tissue, and cornea donors.

We are working to increase new organ donor designations to help save more lives, achieve a national goal, and to earn state recognition from The Hospital and Healthsystem Association of Pennsylvania (HAP) for conducting activities that promote enrollment in state organ donor registries. We will earn points for each activity we implement between now and April 30, 2024 and will be recognized for reaching a titanium, platinum, gold, silver, or bronze level.

(Option 1) As a first step in our hospital’s commitment to this important campaign, ***I urge you to join me in registering your own generous decision to be an organ, tissue, and cornea donor***.To learn more about donation and to sign up through your state’s registry, please visit [donors1.org](http://www.donors1.org/). By taking a few minutes to register, you ensure that your desire to give this gift is officially recorded. You may someday be able to give the priceless gifts of life, sight, and mobility to another.

(Option 2) As part of this initiative, we have posted information on our intranet to give employees the opportunity to learn more about organ, tissue, and cornea donation, and to make sign-up convenient.

* Add link to hospital intranet

In the weeks ahead, you’ll hear more about [HOSPITAL NAME]’s participation in this important campaign. For event information and details on ways you can become actively involved, contact [HOSPITAL CHAMPION’s NAME aND CONTACT INFORMATION] or visit [donors1.org](http://www.donors1.org).

Please join me now in supporting our involvement and in spreading this message that helps us to literally ***save lives***. Thank you for caring—and for your support.

Sincerely,

[Name]

[Title]