Letter/Email from CEO to Leaders of Other Healthcare Workplaces

**[Email Message Subject]: Join [ORGANIZATION NAME] in supporting the Hospital Campaign for organ donation**

Dear [CONTACT NAME],

For [NUMBER OF YEARS PARTICIPATED] years, [ORGANIZATION/HOSPITAL NAME] has participated in the [Workplace Partnership for Life Hospital Campaign](https://www.organdonor.gov/awareness/workplace/hospital.html) to educate our community about the crucial need for organ, eye, and tissue donation and encourage people to sign up as donors.

This national initiative is sponsored by the Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services, and has generated more than 575,000 donor registrations since 2011.

**Don’t miss the opportunity to be involved.** Any organization in the healthcare sector can participate in this campaign and help **thousands of people on the national organ transplant waiting list** benefit from the gift of organ, eye, and tissue donation. You can also earn recognition from HRSA for your participation.

I invite you to join me and [ORGANIZATION NAME] today, as we partner with [OPO NAME] to bring the campaign to [NAME OF CITY OR REGION]. For more information and details on ways you can become actively involved in this campaign, please contact [OPO CONTACT NAME] at [OPO CONTACT’S EMAIL ADDRESS AND/OR PHONE NUMBER].

In helping to spread this message, you will be **saving lives**. Thank you for your support.

Sincerely,

[NAME]
[TITLE]

Email from CEO to All Employees (Previous Participants)

**[Email Message Subject:] Support the Hospital Campaign for organ donation**

Dear Colleague,

Healthcare organizations play an important role in educating communities about the crucial need for organ, eye, and tissue donation, and [OUR ORGANIZATION/HOSPITAL NAME] is no exception. I’m pleased to announce that for the [SECOND, THIRD, FOURTH, ETC.] year, we will be partnering with [OPO NAME] in the [Workplace Partnership for Life Hospital Campaign](https://www.organdonor.gov/awareness/workplace/hospital.html) to add more donors to our state registry. Since 2011, thousands of hospitals and healthcare organizations across the country have registered more than 575,000 donors in this national campaign sponsored by the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA).

Your involvement can **help us achieve our goal of registering [ORGANIZATION’S NUMERICAL GOAL] new donors** between October 1, 2021 and April 30, 2022, to help the thousands of people currently on the national organ transplant waiting list. Each outreach activity we implement during this time period will help us meet this goal and earn national recognition from HRSA.

On [DATE] from [TIME RANGE], we will host a donor registration drive. [INSERT DONOR REGISTRATION DRIVE DETAILS OR LINK HERE].

If you are unable to join us during this time, take a moment to visit [www.organdonor.gov](http://www.organdonor.gov) to learn more about donation and sign up as a donor at [LINK TO REGISTRY]. Once you have registered, share the link with friends and family and encourage them to sign up too.

In the months ahead, you’ll hear more about [ORGANIZATION NAME’S] participation in this important campaign. For event information and details on ways you can become actively involved, contact [NAME] at [CONTACT EMAIL].

Thank you for spreading this lifesaving message.

Sincerely,

[NAME]

[TITLE]

Email from CEO to All Employees (New Participants)

**[Email Message Subject:] Support the Hospital Campaign for organ donation**

Dear Colleague,

[ORGANIZATION NAME] has joined the [Workplace Partnership for Life Hospital Campaign](https://www.organdonor.gov/awareness/workplace/hospital.html) to educate our community about the crucial need for organ, eye, and tissue donation and encourage people to sign up as donors. Since 2011, thousands of hospitals and healthcare organizations across the country have registered more than 575,000 donors through this national campaign sponsored by the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA).

Our goal is to conduct education and outreach activities and add [HOSPITAL’S NUMERICAL GOAL] new donors to the state registry between October 1, 2021 and April 30, 2022, to help the 106,000+ people currently on the national organ transplant waiting list. Each activity we implement during this time will help us meet this goal and earn points toward national recognition from HRSA.

There are many ways to support this effort, and the easiest is to register as a donor. Please join us on [DATE] from [TIME RANGE] in [PLACE] to register to become an organ, eye, and tissue donor.

If you are unable to join us during this time, take a moment to visit [www.organdonor.gov](http://www.organdonor.gov) to learn more about donation and sign up as a donor at [LINK TO REGISTRY]. Once you have registered, share the link with friends and family and encourage them to sign up too.

In the months ahead, you’ll hear more about [ORGANIZATION NAME’S] participation in this important campaign. For event information and details on ways you can become involved in outreach activities to encourage others to register as donors, contact [NAME] at [CONTACT EMAIL].

Thank you for spreading this lifesaving message.

Sincerely,

[NAME]

[TITLE]

Donor Registration Drive Announcement/Reminder

**[Email Message Subject:] Organ Donor Registration Drive [DATE/TOMORROW/TODAY]**

Dear Colleague,

[ORGANIZATION NAME] will be holding a drive to register organ, eye, and tissue donors [ON DATE/TOMORROW/TODAY] from [TIME RANGE] in [PLACE].

Please take a moment to stop by our registration table to register and get more information on how you can help [ORGANIZATION NAME] promote organ, eye, and tissue donation in our community. You can also register by going to [LINK TO REGISTRY].

Thank you for your support!

Sincerely,

[NAME]
[TITLE]