Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

I [name] am writing from the clinic at [address] to request some urgently required medical equipment. As you are well aware that this clinic [name] at [address] was set up by your Non-Profit organization to provide medical facilities to the underprivileged people of this area. We have been operating now for six months thanks to your generous help. In this time, we have treated more than [number] patients.

However, a survey of our performance has made us realize that if we could provide certain basic facilities like Blood work and X-rays, our patients would benefit a lot from this, as it is not possible to diagnose the disease without these basic tests and getting these tests done form private laboratories costs a lot which most of our patients cannot afford.

Sir, we are forwarding a complete list of the equipment we require. We would be grateful if you could provide this medical equipment to our humble facility as it would benefit hundreds of patients.

Looking forward to a positive response.

Sincerely,

Name

Department name

Date