

(Note: Many times patients feel more comfortable outside of a physician office setting.)

Date

Potential Hosting Site

Address

City, State, Zip

Dear Hospital/Church/School/Senior Center/Big Company:

I am writing to let you know that I am forming a support group for people in our community suffering from congestive heart failure (CHF). More than 5 million Americans live with CHF, and it is the single most frequent cause of hospitalization in people 65 and older. CHF is a condition that develops when the heart is not able to pump enough blood to meet the needs of the body's tissues and is characterized by breathlessness and abnormal sodium and water retention, resulting in edema.

I would like to ask for your help with this support group project by providing a room in your facility where our support group participants could meet on a regular basis, specifically on *(insert dates)*. If your facility is unable to host these regular meetings, perhaps you could provide support by posting information about the support group *(or insert other requests for support)*.

Please feel free to contact me at *(insert phone number)*. On behalf of the CHF support group and community members living with CHF, I want to thank you for your consideration.

Sincerely,

Doctor's Name

Title

