



## Sample Letter from CEO/Leader to Members

Dear [COMPANY/ORGANIZATION NAME] staff member:

Every day more people join the national organ transplant waiting list. By the end of this week, more than 140 Americans will die because not enough organs are available for transplant.

It doesn't have to be that way. Each day, on average, 92 Americans receive life-saving organ transplants, and thousands more benefit from cornea and tissue transplants. These extraordinary gifts have been selflessly donated by ordinary people—individuals like you—who took just a few minutes in a busy day to register as organ, eye, and tissue donors.

***I urge you to join me in registering your generous decision to be an organ, eye, and tissue donor if you have not already done so.*** To learn more about donation and to register your decision to be a donor, please visit [www.lifelineofohio.org](http://www.lifelineofohio.org). By taking a few minutes to register, you ensure that your desire to give this gift is honored, as you are declaring your legal intent to donate your organs, eyes and tissues for all purposes authorized by law. You may someday be able to give the priceless gifts of life, sight, and mobility to another at the time of your death.

**[ONLY INCLUDE IF YOU ARE PARTICIPATING IN THIS ACTION]**. As part of this initiative, we will offer three brief sessions to give all our employees the opportunity to learn more about organ, eye, and tissue donation, and to make sign-up convenient:

- [DATE] at [TIME] in [PLACE]
- [DATE] at [TIME] in [PLACE]
- [DATE] at [TIME] in [PLACE]

**[ONLY INCLUDE IF YOU ARE PARTICIPATING IN THIS ACTION]**.

We will host an employee registration drive on [DATE] at [TIME] in [PLACE].

For event information and details on ways you can become actively involved, contact **[CHAMPION'S NAME at CONTACT INFORMATION]**. Please join me now in supporting our involvement and in spreading this message that helps us to **save lives**. Thank you for caring and for your support!

Sincerely,

[NAME]  
[TITLE]