

**SECOND WIND LUNG WALK**  
**SAMPLE**  
**CO-WORKER or COLLEAGUE LETTER**

Dear:

My company, **<enter company name here>**, and I have made a commitment to participate in first annual **Lung Walk** to benefit St. Louis Second Wind Lung Transplant Association Assistance Fund. The walk will take place on October 17, 2009 in Historic Forest Park in St. Louis.

The Second Wind Transplant Association of St. Louis is a 501(c)3 non-profit organization devoted to improving the quality of life for lung transplant recipients, lung surgery candidates, and people with related pulmonary concerns. **The Lung Walk** benefits the Second Wind Assistance Fund which is a charitable provider of limited financial assistance to lung transplant patients. It is designed to help pay for medical and other related expenses that are of an emergency or non-insured nature. I am writing to you to ask for your help and to enlist your support.

I will be walking on October 17, 2009 in Forest Park with a group of my colleagues from **<enter company name here>** and other local organizations. Collectively, we would like to raise at least \$25,000.00 to help some of the 4,000 people who are afflicted with lung diseases and are waiting for a transplant. I would appreciate a donation of **<enter amount here>** from you, or whatever your budget allows. Your charitable contribution is 100 percent tax deductible. Please let me know if you will be making a donation. Checks should be made payable to **Second Wind** and sent to my attention at **<enter company name and address here>**

Your donation will be well spent as more than 90 cents of every dollar raised by the Lung Walk will be used to provide assistance to transplant patients. When you make a donation to the **LUNG WALK**, you are helping to ensure that children and adults with lung diseases live more comfortably while they wait to receive the gift of life. A transplant will help them live longer and more productive lives than ever before. We need your help!

Thank you all for supporting this important cause!

Regards,  
**<your name here>**