**LETTER TEMPLATE** for interested individuals or businesses who wish to invite their constituents to join in helping Virginia Hospital Center. This letter is designed to be put on personal/organizational letterhead. If you have questions about this information, contact Virginia Hospital Center Foundation President Tony Burchard at 703.558.5562 or at aburchard@virginiahospitalcenter.com.

Date \_\_\_\_\_\_\_

Name

Address

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As all of who live in and near Arlington know, Virginia Hospital Center has provided world-class medical services to the Arlington community for more than 75 years. Providing each individual patient with compassionate, safe, and quality care is at the heart of all they do. We are fortunate to have such an amazing healthcare resource right there in our own community.

With the interest of the community in mind, they reached out to apprise us [*OUR FIRM/ORGANIZATION*] of how Virginia Hospital Center is partnering with numerous agencies and organizations locally as well as those at the state and federal levels. But their communication was more than an information share – **it was also a call to action***.*

**We ask you to join us [*OUR FIRM/ORGANIZATION*] to partner with the Hospital by supporting, advocating, and promoting their efforts to mitigate the effects of the Novel Coronavirus (COVID-19) on our community.**

The steps the Hospital are taking are wide-ranging and comprehensive. For example, Virginia Hospital Center, in partnership with Arlington County Public Health, Arlington County Police, and the Arlington County Fire Department, has opened a temporary drive-through COVID-19 sample collection site near Washington-Liberty High School. Samples are being collected from individuals who have presented with symptoms and have a written order for testing from a healthcare provider. Afterwards, these patients are being encouraged to self-quarantine until they receive their test results.

Unfortunately, the Hospital has been clear that it anticipates things will get worse before they get better. The Centers for Disease Control and Prevention (CDC) is projecting that as few as 20% and as high as more than 60% of the U.S. population will be infected with COVID-19. Recent experiences in Italy have highlighted the critical need to ensure adequate capacity of inpatient and intensive care (ICU) beds to accommodate what is likely to be a surge of seriously ill patients.

**A COVID-19 patient surge could push inpatient and ICU bed capacity nationwide anywhere from 137% to more than 257%. We have been assured that Virginia Hospital Center is collaborating closely with local, state, and federal partners to ensure they are ready for this expected surge in patients.**

Right now, doctors, nurses, allied health professionals, and support staff are hard at work on the Virginia Hospital Center campus providing exceptional care and ensuring uninterrupted hospital services. In some instances however, it was determined that in the best interest of their patients, some outpatient services, as well as education, training, and community meetings, have been suspended. They have also implemented a revised visitor policy that significantly limits the number of people coming into their facilities.

For the most up-to-date information on how the Hospital is addressing COVID-19, we encourage you to visit the Hospital’s website at [www.virginiahospitalcenter.com](http://www.virginiahospitalcenter.com).

**These important and necessary actions are having an extraordinary effect on the Hospital’s operating budget.** They need to make sure the resources that are required to treat their patients effectively, to keep their employees safe, and to maintain critical partnerships remain available so that they can protect our community’s safety and well-being during this unprecedented pandemic.

For this reason, the Virginia Hospital Center Foundation has launched a special appeal to the community. It offers interested individuals, families, businesses and organizations an opportunity to help the Hospital to manage these additional expenses. While aid from the federal and state government will address this in many ways, there will still be expenditures that will be not be reimbursed or supported by government assistance, and delayed procedures and patients visits will also result in significant lost revenue for the Hospital.

The Hospital has asked for our thoughtful consideration as to how [*OUR FIRM/ORGANIZATION*] and other members of the community can help Virginia Hospital Center continue to provide the best healthcare outcomes and experiences to our community. We invite you to join us in accepting their challenge and consider taking the following steps:

* Share the Hospital’s story with your friends, family members, clients, associates, or colleagues;
* Relay up-to-date information on the steps the Hospital is taking to protect the public health;
* Support the special COVID-19 Appeal; and
* Invite others to join you.

To assist those who are helping with this important effort, and to provide information on how to support the COVID-19 appeal the Virginia Hospital Center Foundation has created a special landing page - <https://vhcfoundation.com/covid19> - as a source of current information. We invite you to check that page often for updated materials.

With your partnership, we can together play a positive role in ensuring that Virginia Hospital Center can continue to lead and meet the healthcare needs of our community, both during this time of crisis and well into the future.

If you have any questions about how you can help, please call [*OUR REPRESENTATIVE*] at [*PHONE*] or by email [*EMAIL*].

Sincerely,