

[Your Name]
[Your Title]
[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization Name]
[Recipient Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a subsidy for our federally qualified health center (FQHC), [Your Organization Name]. As a vital provider of healthcare services to underserved populations in [Location/Community], we strive to meet the needs of our patients through comprehensive and accessible care.

[Provide a brief overview of your organization, including its mission, services offered, patient demographics, and any relevant statistics or achievements.]

Despite our efforts, we are currently facing financial challenges that threaten our ability to maintain the quality and breadth of services we provide. We are seeking a subsidy of [specific amount] to help support [specific purpose, e.g., expanding service hours, increasing staff, purchasing equipment, etc.].

This support will enable us to [explain how the subsidy will impact your organization and the community, including specific benefits and outcomes]. We are committed to ensuring that all individuals in our community have access to necessary health resources.

We appreciate your consideration of our request. I would be happy to provide any additional information or documentation required to support our application. Thank you for your attention to this matter, and for your continued support of FQHCs in our state.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]