

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

PhilHealth Office
[PhilHealth Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Charity Case Assistance

I hope this letter finds you well. I am writing to formally request assistance from the Philippine Health Insurance Corporation (PhilHealth) regarding a charity case concerning [Patient's Full Name], who is in urgent need of medical support due to [briefly describe the medical condition and the situation].

[Include a paragraph detailing the patient's background, the nature of the illness, any steps already taken (e.g., treatments, hospital visits), and the financial challenges faced in providing regular healthcare.]

We kindly ask for your assistance in expediting the necessary support for [Patient's Name] to ensure they receive the appropriate medical care.

Attached to this letter are [list any documents enclosed, such as medical records, proof of income, and any relevant correspondence].

Thank you for considering this request. We sincerely hope for a positive response, as this assistance can greatly impact [Patient's Name] and their family's well-being.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to Patient (if applicable)]