

# Guidelines for Writing a Letter to a Corneal Recipient

As the loved one or legal next-of-kin of a cornea donor, you may wish to write a letter to the recipient or recipients who have benefited from the donation. The recipients may choose to respond by writing a letter to you. These letters are forwarded by the San Diego Eye Bank with identifying information removed to protect the confidentiality of both donor families and recipients.

## **Suggestions of what you may want to include in a letter or card:**

- State your relationship to the donor – i.e. Were you the parents or spouse of the donor?
- The donor's occupation (Do not reveal where he/she worked)
- Donor's hobbies, interests, personality traits
- City and state in which the donor lived
- If the donor was married
- General information about survivors - children and grandchildren
- Do not list the hospital or other facility where your loved one died
- Do not list the exact date of your loved one's death. You can list the month and year.

## **Closing the letter:**

- Sign your first name only

## **Mailing your card or letter:**

- Place the letter or card in an unsealed envelope
- Do not address the envelope
- Place the envelope in a larger mailing envelope

## **On a separate piece of paper include the following:**

- Your full name
- The full name of the donor
- The date of death
- The hospital or other facility where the donor died
- Your mailing address
- Your telephone number
- Put this piece of paper in the mailing envelope along with the letter or card to mail to the San Diego Eye Bank.
- Include the Release Form for authorization to print your letter or card in any of the San Diego Eye Bank's printed materials, such as the newsletter or annual report.

## **Mail to:**

San Diego Eye Bank  
9246 Lightwave Ave., Ste. 120  
San Diego, CA 92123