

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