
Sample Cover Letter to Administration

SAMPLE COVER LETTER

From Chief Hospitalist to CEO or

Other individual or stakeholder group to appropriate senior executive

Dear _____

As Hospitalists, one of our key goals for patients is a safe transition from hospital to home.

Despite our best efforts, patients are sometimes negatively affected by systems that have not been optimally designed to address their increasingly complex needs and ensure safe transitions during the hospital discharge process.

Attached are findings of a preliminary evaluation of current state of the discharge process at our hospital. I have also attached information about what is occurring nationally in this area. In the interest of optimizing the care of our patients, I/We would like to request: (choose most appropriate)

- a meeting at your earliest convenience to discuss this topic and how improving the discharge process could align with the strategic goals for our organization
- a meeting of stakeholders including _____ to discuss next steps in improvement of discharge process
- the following pilot project to address gaps in the current discharge process

I/we look forward to further discussions with you.

Sincerely,
