

24 February 2023

TO WHOM IT MAY CONCERN

Dear Valued Sponsor

RE : APPEAL FOR DONATION IN CASH OR IN-KIND

St. Mark's Cozy Home is situated in Kampung Baru Sungai Buloh. We are a non-profit care Home serving the needs of the elderly ranging from the age of 60 to 100 years old. Most of the time, the cost of staying at St. Mark's Cozy Home is either fully borne by the residents themselves or paid by their family members. However, **40% of the residents are fully sponsored by the Home** via contribution from well wishers and donations from Christian organisations.

The year 2020 - 2021 was a year of turmoil and challenges for us at St. Mark's Cozy Home. We spent quite a substantial amount on unexpected expenditure during the Covid 19 pandemic. These unbudgetted expenses were due to purchases of Covid PCR test, hand sanitizers, masks, PV protection suit, temperature readers and many more. Almost the same amount had incurred in the year 2022 (pandemic and operating costs) and the same is expected for this year 2023.

As a valued local business, we are writing to ask for your support in **providing funds in the form of cash as well as in-kind donations of goods or services** in order for us to sustain this challenging period and to which we will provide a receipt.

Your donation can be in any one or more of the following forms:-

- Monetary donations
- Sponsoring items for the Home
- Sponsoring medical items

Attached herewith are a list of groceries and other items needed together with a contribution form where you may tick on items that you wish to donate.

St. Mark's Cozy Home, Sg. Buloh

- 2 -

You can contact us to make "pick up" arrangements for your donation or mail directly to the address above. Alternatively, you can also bank-in or do a direct transfer to the account mentioned below. Please contact us by phone or email with any questions that you may have.

Name of Home : **St. Mark's Cozy Home**
Name of Bank : **Hong Leong Bank Berhad**
Account No : **191-00022130**

On a separate note, Company/Business that wish to have their Corporate Social Responsibility Programme, you are most welcome to celebrate your events, for example; you can celebrate the birthdays of the residents together in the Home.

We will sincerely appreciate your generous contribution.

Thank you.

Yours sincerely

Esther A/P Appadurai
Home Manager

Encs

c.c. Chairman, Mr Lee Kim Hua

DONATION FORM
CONTRIBUTOR INFORMATION

Name _____

Address _____

Telephone/Mobile _____

Fax/Email _____

DONATION INFORMATION

I/We would like to donate a total sum of RM _____

One off Monthly Quarterly Yearly

Name of Home : **St. Mark's Cozy Home**
Name of Bank : **Hong Leong Bank Berhad**
Account Int No. : **191-00022130**



and/or

We would like to contribute the following items, details are in the enclosure

Dry Items Appendix 1	<input type="checkbox"/>	Cost per month RM2,745.50
Cleaning Products Appendix 2	<input type="checkbox"/>	Cost per month RM1,797.10
Medical Equipment & Others App 3	<input type="checkbox"/>	Estimated Cost RM16,871.50
Pharmaceutical items Appendix 4	<input type="checkbox"/>	Cost per month RM2,538.15
Vegetables Appendix 5	<input type="checkbox"/>	Cost per month RM2,174.80

NAME OF COMPANY

Telephone /Mobile _____

APPENDIX 1
CATEGORY : DRY ITEMS

DESCRIPTION OF ITEMS : DRY GOODS

TYPES OF DRY ITEMS	MONTHLY USAGE	MKT PRICE (RM) ** subject to change	ONE OFF/M/Q/Y To tick items you wish to donate	APPROXIMATE AMOUNT SPENT PER MONTH
MILO 2KG	8 packets	19.60		156.80
EVERYDAY MILK POWDER 1.6 KG	10 packets	32.90		329.00
NESCAFE 3 IN 1	14 packets	13.50		189.00
BOH TEA	1 packet	9.20		9.20
RICE 10 KG	18 packets	25.00		450.00
BIHUN 3 KG	3 packets	15.40		46.20
MAGGIE MEE	2 boxes	58.00		116.00
SWEETENER	2 tins	4.20		8.40
EVAPORATED CREAM	5 tins	3.90		19.50
BISCUITS				
TIGER	5 packets	2.90		14.50
HUP SENG	12 packets	4.50		54.00
MARRIE	12 packets	5.00		60.00
OATS 1.35 KG	8 packets	13.40		107.20
PLANTA 2.5 KG	2 tins	54.00		108.00
JAM	5 bottles	4.90		24.50
GARDENIA BREAD ORIGINAL CLASSIC JUMBO MASSIMO BREAD	60 loafs	8.00		480.00
COOKING OIL 2KG VESAWIT SERI MURNI	10 bottles	14.00		140.00
SUGAR 1KG	12 packets	2.85		34.20
EGGS	38 trays	10.50		399.00
TOTAL				2,745.50

APPENDIX 2

CATEGORY : CLEANING PRODUCTS

DESCRIPTION OF ITEMS : CLEANING PRODUCTS

TYPES OF ITEMS	MONTHLY USAGE	UNIT PRICE	ONE OFF/M/Q/Y (To tick items you wish to donate)	APPROXIMATE AMOUNT SPENT PER MONTH
GARBAGE BAG (BIG/LARGE)				
SMALL	20 packets	10.80		216.00
BLACK	4 packets	8.00		32.00
GREEN	20 packets	16.50		330.00
HAND WASH	8 bottles	6.00		48.00
BACTOL (ANTIBACTERIAL DISINFECT)	1 bottle	78.00		78.00
DETERGENT)				
DYNAMO 2.0 KG	6 packets	17.50		105.00
TOP 3.6 KG	6 packets	19.00		114.00
AJAX - 2.0L	13 bottles	14.00		182.00
CLOROX - 2.0L	3 bottles	6.00		18.00
SCOURING POWDER 750G	4 bottles	4.00		16.00
GLASS CLEANER	2 bottles	5.00		10.00
TISSUE				
SQUARE	6	3.00		18.00
BOX (PREMIER) 4 X 200S	2	17.35		34.70
DISH WASH	6 bottles	15.00		90.00
GAS	19 tanks	26.60		505.40
TOTAL				1,797.10

APPENDIX 3
CATEGORY : MEDICAL

DESCRIPTION OF ITEMS : MEDICAL EQUIPMENT AND OTHERS

TYPES OF ITEMS	REQUIRED	UNIT PRICE (RM)	ONE OFF/M/Q/Y (TO TICK ITEMS YOU WISH TO DONATE)	
STANDING BP SET	1 set	1,500.00		1,500.00
BANQUET TABLE	20	180.00		3,600.00
BLANKET	60	15.00		900.00
PILLOW ** of which 15 L x 4 units	60**	15.00		900.00
PAINT ** to discuss with the Home	60 L	175.00		720.00
SOFA SET	3 sets	500.00		1,500.00
BED RAILINGS				
SURGICAL BEDS				
LEG PRESS	1	280.00		280.00
TRANSCUTANEOUS ELECTRICAL NERVE STIMULATION (T.E.N.S)	2 sets	350.00		700.00
HAND CLAY (for activities)	25	5.00		125.00
COLOURING BOOKS (for activities)	25	5.90		147.50
DRAWING BOOKS (any type)	6	5.00		30.00
ULTRASOUND (small machine)	1	365.00		365.00
WHITE BOARD WITH STAND (small)	4	21.00		84.00
STATIONERY	4	5.00		20.00
LAPTOP	4	1,500.00		6,000.00
TOTAL				16,871.50

APPENDIX 4

CATEGORY : PHARMACEUTICAL

DESCRIPTION OF ITEMS : MEDICINE

TYPES OF ITEMS	MONTHLY USAGE	UNIT PRICE	ONE OFF / M/Q/Y (To tick items yuu wish to donate)	APPROXIMATE AMOUNT SPENT PER MONTH
ALCOHOL SWAB	20 boxes	5.00		100.00
SANITIZER SPRAY	10 bottles	20.00		200.00
GLOVE	5 boxes	18.00		90.00
WET WIPES	5 packets	16.00		80.00
FACE MASK (4 PLY)	30 boxes	25.00		750.00
ANTIGENT KIT TEST	10 boxes	7.70		77.00
GAUZE SWAB	20 boxes	8.00		160.00
MICROPHONE (SURGICAL TAPE)	30 pieces	2.60		78.00
COTTON FOR DRESSING	30 packets	2.70		81.00
BETADINE CREAM	10 boxes	10.00		100.00
LORATADINE 10 MG	15 tab	1.80		27.00
VELOXIN 25/50 MG	15 tab	1.60		24.00
DES Loratadine 5 MG	15 tab	1.80		27.00
PIRITON 4 MG	30 tab	1.50		45.00
PANADOL 500 MG	60 tab	1.80		108.00
TRAMADOL	30 tab	2.40		72.00
OMEPRAZOLE	20 tab	1.90		38.00
CETRIZINE 10 MG	15 tab	1.40		21.00
CHARCOAL 250 MG	15 tab	1.70		25.50
LOPERAMIDE 2 MG	15 tab	1.45		21.75
DEXCHLORAMINE	10 tab	1.60		16.00
FUROSEMIDE 40 MG	15 tab	1.50		22.50
CHLORPHENIRAMINE	15 tab	1.30		19.50
DULCOLOX TABLET	1 box	5.40		5.40
LACTULOSE 670 MG/ML	2 units	8.90		17.80
COUGH MIXTURE	2 units	9.20		18.40
GAVISCON 300 ML	2 units	45.90		91.80
STREPSILLS	2 boxes	15.50		31.00
NATURAL EYE DROPS	1 box	12.50		12.50
STRIP (ONE TOUCH)	2 sets	89.00		178.00
TOTAL				2,538.15

APPENDIX 5
CATEGORY : VEGETABLES

DESCRIPTION OF ITEM : VEGETABLES

TYPES OF VEGETABLES	MONTHLY USAGE	MKT PRICE (RM) ** subject to change	ONE OFF /M/Q/Y (To tick items you wish to donate)	APPROXIMATE AMOUNT SPENT PER MONTH
CHOY SUM	7 kg	6.90		48.30
SIEW PAK CHOY	14 kg	3.30		46.20
GINGER	5 kg	7.00		35.00
SPRING ONION	3 kg	2.90		8.70
PETOLA	18 kg	9.90		178.20
CHINESE CABBAGE	12 kg	5.80		69.60
JAPANESE CUCUMBER	8 kg	4.10		32.80
RED CHILLI	13 kg	5.50		71.50
CARROT	14 kg	3.60		50.40
CELLERY	6 kg	4.00		24.00
WINTERMELON	16 kg	15.00		240.00
RED ONION	4 kg	2.50		10.00
POTATO	2 kg	7.90		15.80
CHAYOTE	3 kg	2.90		8.70
EGGPLANT	7 kg	3.00		21.00
CABBAGE	18 kg	6.00		108.00
BAYAM	10 kg	3.20		32.00
LONG BEANS	12 kg	3.50		42.00
CORIANDER	2 kg	2.50		5.00
TOMATO	9 kg	2.40		21.60
CAULIFLOWER	7 kg	6.00		42.00
BROCOLLI	4 kg	3.50		14.00
SHITAKE	5 kg	4.50		22.50
ENOKI	5 kg	1.20		6.00
WHITE SHIMEJI	5 packets	3.00		15.00
TOFU POK	3 packets	4.50		13.50
LIMAU KASTURI	50 grams	2.00		1.00
MIX VEGETABLE	6 packets	4.00		24.00
BEANS	9 kg	9.00		81.00
JAPANESE TAUHU	78 pcs	0.80		62.40
KANGKUNG	13 kg	3.50		45.50
GREEN CHILLI	50 grams	4.00		2.00
TAUGEH	2 kg	3.20		6.40
PUMPKIN	15 kg	5.90		88.50
SUB-TOTAL c/f				1,492.60

APPENDIX 5
 CATEGORY : VEGETABLES

DESCRIPTION OF ITEM : VEGETABLES

- Page 2-

TYPES OF VEGETABLES	MONTHLY USAGE	MKT PRICE (RM) ** subject to change	ONE OFF /M/Q/Y (To tick items you wish to donate)	APPROXIMATE AMOUNT SPENT PER MONTH
SUB-TOTAL b/f				1,492.60
TIMUN TUA	12 kg	8.90		106.80
CHINESE LEEK	2 kg	3.20		6.40
LOTUS ROOT	7.3 kg	14.00		102.20
BRINJAL	10 kg	11.00		110.00
BITTER GOURD	15 kg	7.90		118.50
WHITE RADDISH	6 kg	5.40		32.40
GARLIC	3 bags	7.40		22.20
RED BEAN	2 kg	4.80		9.60
SERAI	1 bundle	1.00		1.00
WHITE ELM SNOW	5 packets	3.00		15.00
KING OYSTER	4 packets	3.00		12.00
CAO CAO	4 kg	4.00		16.00
CHILI PADI	40 grams	4.00		1.60
CAPSICUM				
YELLOW CAPSICUM	1 kg	5.50		5.50
RED CAPSICUM	1 kg	4.50		4.50
GREEN CAPCISUM	1 kg	5.00		5.00
SAWI	4 kg	1.80		7.20
CHILI KERING	2 kg	7.00		14.00
TIMUN MUDA	2 kg	1.90		3.80
KACANG TANAH	4 packets	7.50		30.00
BENDI	1 kg	8.90		8.90
TAUHU	25 pieces	1.20		30.00
SALAD	4 kg	4.90		19.60
TOTAL				2,174.80