**FROM:** Department/Agency Leadership or Campaign Manager

**TO:** All Employees

**CONTENT:** CFC Special event

**DATE TO SEND:** October, November

**SUBJECT:** Mark your calendars: Upcoming CFC events

Dear colleagues:

The 2020 Combined Federal Campaign (CFC) is off to a great start. To keep the campaign’s momentum going, I hope you will take part in the CFC community by attending some of our office’s upcoming events.

Campaign events are a perfect opportunity to learn about CFC charities and the impact we have when we choose to *Show Some Love*. Here are some of the great activities we have planned for our office:

|  |  |
| --- | --- |
| WHAT   | WHEN   |
| Activity #1  | [DATE] |
| Giving Tuesday | Tuesday, Dec. 1 |
| Activity #3  | [DATE] |

Join us for one event or join for all! [IF VIRTUAL, ADD DETAILS ON HOW. IF IN PERSON, INCLUDE SAFETY MEASURES AND RESTRICTIONS.] We can’t wait to see your smiling face.

There are many opportunities to celebrate the campaign and our collective impact. Amplify your impact by inspiring your co-workers to join the CFC community. Invite them to take part in these upcoming events – nobody should miss out on a chance to participate in [ACTIVITY/CONTEST]! In fact, we are holding a [EVENT – DIGITAL CONTEST] to get everyone hyped! [INSERT INSTRUCTIONS].

As federal employees and retirees, we represent a powerful, caring community through the CFC. We are dedicated to making a difference in local communities, across the nation, and around the world.

Learn more about how you can *Show Some Love* and join the movement at [GiveCFC.org](https://givecfc.org).

[Department/Agency Leadership or Campaign Manager]

[Title]