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

**TO:** All Employees

**CONTENT:** Year-end giving reminder

**DATE TO SEND:** Mid-December (or Finish Strong)

**SUBJECT**: Reminder: Join the CFC today and be the face of change!

Dear colleagues:

For 60 years, federal employees like you have chosen year after year to be changemakers through the Combined Federal Campaign (CFC) and donate to support their local communities, nation, and world with generous monetary donations and volunteer time. As the end of 2021 approaches, and a new year is upon us, I find myself reflecting on the importance of time, and making each moment count – and how, since 1961 – the federal community has made their mark by pledging over $8.5 billion to those in need.

This is the perfect time to celebrate those 60 years and pledge a $60 recurring gift to the worthy causes we care so deeply about. With the CFC, making a difference is easy, but the window to pledge is rapidly closing – the final day to pledge is Jan. 15, 2022, so take your first steps today at [GiveCFC.org](http://GiveCFC.org)! Thanks to the convenience of the online giving platform, pledging is easy:

1. **Choose your cause.**Whether you care about finding cures for diseases, supporting military families, or promoting equality for all, the CFC has vetted charities for any cause you want to support. You can even give to multiple charities with one pledge.
2. **Make your pledge.**Our favorite giving option, the online pledge portal, allows you to easily renew your pledge each year and offers the full range of pledge options:
* Payroll deduction (the most popular!)
* Credit/debit card
* E-check/bank transfer
* Volunteer hours (federal employees only)

*Other options include the CFC Giving Mobile App and paper pledge forms.*

1. **Change the world.**Thanks to your generosity, CFC charities will make a difference in our local communities, across the nation, and around the world.

And, don’t forget: Your gift may be tax deductible! Speak with your tax advisor about qualifications that may make you eligible to maximize this opportunity before the year ends.

On behalf of all who will benefit from your kindness, thank you for choosing to be the face of change and making a difference.

Thanks,

[Department/Agency Leadership or Campaign Manager]

[Title]