**FROM:**Department/Agency Head

**TO:**All employees

**CONTENT:** Campaign updates / Giving Tuesday

**DATE TO SEND:**Monday, November 29 (day before Giving Tuesday)

**SUBJECT:** Be a changemaker this Giving Tuesday with the CFC

Dear colleagues:

The holidays are upon us, and one of my favorite ways to ring in the season is with a gift through the Combined Federal Campaign (CFC) to the causes most important to me. The need is especially critical at this time, as many are still recovering from the challenges of the past year and meeting the new challenges of 2021.

If you haven’t pledged through this year’s CFC, I encourage you to start tomorrow.

Tomorrow is Nov. 30, but to charities, their beneficiaries, and the entire federal community, it’s better known as Giving Tuesday – one of the most important days of charitable giving. Many charities rely on donations pledged on Giving Tuesday to help sustain their quality programs and continue their missions for the entirety of the upcoming year; historically, it is one of the biggest giving days of the CFC. Help us make the largest impact possible and reach our goal of raising [DOLLARS!]

In addition to your generous pledge, I encourage you to supplement your gift with something invaluable: your time. Through the CFC you could tutor a child after school, clean up your neighborhood park, serve a hot meal at a shelter, translate documents for a refugee, and more. Visit the [online charity search](https://cfcgiving.opm.gov/offerings) or take a look in the Charity Listing to find CFC organizations accepting volunteer pledges.

Each of you has the opportunity to be a changemaker through the CFC. Whether you make a contribution on Giving Tuesday, pledge to volunteer, or inspire your colleagues by sharing your story, you’re committing to those in need right here in our communities, across the nation, and around the world. Let’s demonstrate the generous nature of the federal community and take the step to being the face of change on behalf of [DEPT/AGENCY].

Thank you for your commitment to changing our world,

[NAME/TITLE]