**FROM:**Department/Agency Heads

**TO:**All Staff

**CONTENT:**Thank you message for end of campaign

**DATE TO SEND:**early January

**SUBJECT:** Thank you for choosing to Show Some Love!

Dear colleagues:

As 2021 begins, we approach the final days of the 2020 Combined Federal Campaign (CFC). **The final day to donate through the CFC is Jan. 15.** If you haven’t already pledged through the 2020 CFC, kick off the new year by opening your heart to help those in need.

You can give through payroll deduction, which spreads your gift out over the course of the year, or make a donation with a credit card or e-check. Contributions can be made via the online portal or the CFC Giving mobile giving app. If you gave last year, your account is already set up to renew your previous pledge – if you’re able, consider increasing your gift by 5% or 10% this year.

One of my favorite aspects of the CFC is the ability for each of us to support our favorite causes through a safe, convenient platform. The campaign unites me with my colleagues, as we work together to make a difference in the world. In talking to many of our coworkers, I’ve learned who supports research in combating cancer, who strives to help veterans get back on their feet, who adopts rescued dogs, and who tutors underprivileged youth in our area. You each have inspired me in your own ways, and you each represent the face of change through the CFC community – one I am very proud to be a part of.

What I find truly astounding is that the reach of the CFC goes beyond helping individuals and communities we will never meet – it has the potential to touch those within our own federal community, like [NAME] from [DEPARTMENT/AGENCY].

[INSERT FEDERAL EMPLOYEE STORY]

In this last week of the CFC, we are looking to finish strong and make the greatest impact possible. Support the missions of thousands of participating charities and *Show Some Love* to the causes you care about. Your actions today empowers a world of opportunity tomorrow. Pledge your gift of time or money today by visiting [GiveCFC.org](https://givecfc.org).

Thank you,

[Department/Agency Head]