**FROM:** Department/Agency Leadership

**TO:** Agency Federal Employees

**CONTENT:** Giving Tuesday

**DATE TO SEND:** Week before Giving Tuesday (12/1)

**SUBJECT:** How to Show Some Love on Giving Tuesday

Dear colleagues:

Giving Tuesday is an annual day of online giving that celebrates the spirit of generosity. This special day is coming up on Dec. 1, and we need your help to make it the most successful day of the entire Combined Federal Campaign (CFC)!

I invite all [DEPARTMENT/AGENCY NAME] employees to join the CFC community on Giving Tuesday (Dec. 1), and *Show Some Love* to the causes you care about. Thanks to the convenience of the online giving platform, pledging is easy!

If you’ve already made your gift, consider increasing the amount, adding a one-time donation, or pledging volunteer hours. If you haven’t had a chance to pledge, set a reminder to do so on Dec. 1.

Wherever we are, we can change the world together. Our efforts today will bring help and hope to millions of people for years to come. Here are a handful of ways we can make a difference:

* $20 gifts a family with a flock of chicks, providing a source of nutrition and income for years to come.
* $100 funds one year of school tuition for a student.
* $200 trains a veteran with skills to enter the civilian workforce.

Get ready to *Show Some Love* this Giving Tuesday (Dec. 1) at [GiveCFC.org](https://givecfc.org).

[Department/Agency Leadership or Campaign Manager]

[Title]