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

**TO:** All Employees

**CONTENT:** Mid-Campaign update / Giving Tuesday

**DATE TO SEND:** Mid-November

**SUBJECT**: How to make a difference in our world this Giving Tuesday

Dear colleagues:

We are already reaching the mid-point of the 2021 Combined Federal Campaign (CFC), and I wanted to provide you an update on our results to-date. In [DEPARTMENT / AGENCY] we have raised over [$$XX], which is [XX%] of our goal! But, we have further to go – and together, I know we can reach our goal and leave a lasting, positive impact in the world around us. A perfect time to do that is coming up soon: Giving Tuesday, which falls on Nov. 30 this year, is an annual day of giving that celebrates the spirit of generosity.

I invite all [DEPARTMENT/AGENCY NAME] employees to join the CFC community on Giving Tuesday (Nov. 30), and be the face of change for those in need in our local communities, across the nation, and around the world.

Giving online is one of our favorite ways to change the world through the CFC! The online pledge system is:

* **Comprehensive:** Select from all available payment methods in addition to payroll deduction – like credit card or e-check – and give to an unlimited number of charities online.
* **Quick:**Renew each year with the click of a button once you’ve set up your initial pledge. Shorten the processing time for your pledge to have it show up sooner on your unit report.
* **Flexible:**Change your recurring pledge (credit, payroll, or annuity) up until the last day of the campaign solicitation period.
* **Secure:**Take comfort knowing that the online pledge portal meets all federal security standards. Your personal information is not exposed, and the CFC securely links to all payroll service providers.
* **Green:** Reduce paper waste and help the environment by submitting your pledge online.

Along with the federal community, join me in pledging on Giving Tuesday (Nov. 30) at GiveCFC.org as we make this the biggest giving day of the campaign. Already donated? Consider increasing your recurring gift, adding a one-time gift, or supplementing your pledge with volunteer hours to join in the Giving Tuesday effort.

Together, we can be the face of change.

[Department/Agency Leadership or Campaign Manager]

[Title]