



SAMPLE EMPLOYEE LETTER

Dear _____:

Once each year we have the opportunity and privilege of being able to assist the community in meeting our human service needs. Because it is so important to all of us personally and to the life of the community we live in to have services capable of meeting our needs, it makes good sense for our agency and employees to endorse and support our annual Combined Federal Campaign.

Each of us will be asked to make one contribution to support many services and agencies that are included in this annual appeal. These agencies serve all of us, so it is only fair that all of us should share in their support. This year, more than any year before, our support is needed.

To make it easy for you to budget a generous gift, we offer a payroll deduction plan that makes your challenge pledge of one hour's pay per month easy with small weekly or monthly deductions.

I have already signed my pledge card with an increase over last year. Please consider joining with me.

Our agency takes pride in the fact that we and our employees readily accept community responsibilities. Only your heart can tell you what to give. All I ask as that you look through the charities supported by the Combined Federal Campaign and consider making a gift this year—or increasing your gift from last year.

Thank you!

Sincerely,

