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

**TO:** All Employees

**CONTENT:** 2021 CFC Support Announcement

**DATE TO SEND:** One week before Kickoff / Early Fall

**SUBJECT**: Welcome to the 2021 Combined Federal Campaign!

Dear colleagues,

Since the establishment of the Combined Federal Campaign (CFC) by President Kennedy in 1961, we’ve come a long way. Generous federal employees have come together to support causes important to them by raising over $8.5 billion in pledges to local, national, and international charities over the last 60 years. To mark this achievement, it is my pleasure to announce the 2021 CFC and my support to the historic, world-changing campaign – starting with our [KICKOFF].

Join us for our [DEPARTMENT/AGENCY] CFC [EVENT] on [DATE] at [TIME] in [LOCATION]. This will be an opportunity to come together and learn about how to join CFC community – and see how you can be the face of change for someone in need. [*ADD IF APPLICABLE:* You will even have the chance to hear from charities that rely on our support to fulfill their missions to making our world a better place.] There are so many ways to give. Here are some reasons why I choose to pledge through, and return to, the CFC year after year:

* You can give through**Payroll Deduction.** Designate recurring gifts from each paycheck for a greater impact over time.
* Federal employees and retirees can give to**Multiple Charities.** Make all of your charitable donations and pledge volunteer hours in one place.
* We give for**Collective Impact.** The world is a better place when changemakers like us give together.

What’s a changemaker? It’s just another way to describe who we already are – parents, friends, colleagues, public servants. Giving through the CFC as a changemaker adds another dimension to that and helps each of us leave a lasting impact in our world. Consider pledging a $60 recurring gift this year to honor these 60 years of giving.

Be on the lookout for other ways to give back this year – whether it’s through giving, volunteering, or engaging at events, sharing your story, or thanking our charities. You can learn more and get started on your changemaker journey at: [**GiveCFC.org**](https://givecfc.org/).

Thank you! I look forward to welcoming you to the 2021 CFC.

[Department/Agency Leadership or Campaign Manager]

[Title]