Get ready to GIVE HAPPY!

**Send on:** Tuesday, Sept 3

**Topic:**  Welcome Week

**Subject line:** Get ready to GIVE HAPPY!

**Body:**

Hi Colleagues, [or any preferred greeting]

Now that the calendar page has turned over to September, you know what that means! It’s time for our annual tradition, the Combined Federal Campaign (CFC) – our opportunity as Federal employees to come together and raise money and volunteer for our favorite charities.

The online giving system is open for pledges and will remain open through Jan. 15, 2025. To access it, visit GiveCFC.org and click the Donate button.

I am serving as our official CFC representative this year. So, look for my emails in the upcoming weeks with campaign announcements and a short, heartwarming story from a CFC charity. Here’s our first one:

[INSERT STORY FROM CAUSE LIBRARY]

Thank you so much for joining me in making an impact this year by giving through the CFC!

**Signature**