**FROM:** Campaign manager

**TO:** Federal Contractors

**CONTENT:** Special Contractor One-Time Gift Message

**DATE TO SEND:** First week of campaign

**SUBJECT:** How to Show Some Love with the CFC

Dear [FEDERAL CONTRACTOR NAME, IF POSSIBLE, OR] contractors,

You may have heard some buzz around the office about the Combined Federal Campaign (CFC), the annual giving opportunity for federal employees and retirees. What you may not know is that, as a contractor, you have the opportunity to pledge through the campaign! Your gifts support charities here in our community, across our nation, and around the world.

The 2020 campaign runs from Sept. 21 through Jan. 15. If you are interested in joining the CFC community, you can pledge a one-time gift with a credit card or e‑check.

If you have not already done so, setting up your CFC account to pledge is easy:

1. Visit [GiveCFC.org](http://www.givecfc.org/) and click donate to visit the online giving portal and create an account.
2. Follow the prompts to complete your profile. On the profile page, you will select “Federal Contractor” from the “Donor Type” drop-down menu.
3. Select your favorite charities and designate your pledge to provide help to those in need!

Your support through the CFC as a federal contractor is the epitome of going the extra mile in public service. There’s no better time to *Show Some Love* to your favorite causes and charities. Together, we can *Be the Face of Change* and make the world a better place.

For more information about how you can *Show Some Love* with the CFC, feel free to reach out or visit [GiveCFC.org](http://www.givecfc.org/).

Warm regards,

[Name/Title]