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

**TO:** All Employees

**CONTENT:** CFC Kickoff Event

**DATE TO SEND:** One week before the Kickoff event

**SUBJECT**: You’re invited to the 2020 CFC Kickoff!

Dear colleagues,

Join us for the 2020 Combined Federal Campaign (CFC) kickoff on [DATE] at [TIME] in [LOCATION]. This will be an opportunity to come together and learn about joining the CFC community – and hopefully, you’ll be inspired to *Be the Face of Change*! You will even have the chance to hear from [X NUMBER] of local [*If relevant, add: national, and international*] charities that rely on our support to fulfill their missions and make our communities, nation, and world a better place.

The CFC unites the entire federal community to *Show Some Love*, and our kickoff will celebrate the opening of this annual giving campaign. [IF IT IS VIRTUAL, ADD DETAILS HERE, ALONG WITH COPY]: *Although we are apart, we can come together virtually to Show Some Love at our kickoff and throughout the campaign.*

You don’t have to be a long-time donor or know what the CFC is to join the fun. Join us on [DATE] to learn about the only opportunity that gives us the chance to give back to those in need through payroll deduction. We can even pledge volunteer hours as an additional way to support the work of CFC charities where we live (and around the world through remote volunteerism). Additionally, your gifts through the CFC are tax deductible. New legislation in 2020 allows taxpayers to deduct $300 ($600 for married couples) for qualifying charitable donations even when taking the standard deduction.

The CFC serves as a platform for each of us to support our favorite causes, from global health to housing and shelter. What cause do you care about? *Show Some Love* and *Be the Face of Change* at our CFC kickoff event. See you there!

Thanks,

[Department/Agency Leadership or Campaign Manager]

[Title]