**FROM:**Department/Agency Heads

**TO:**All Staff

**CONTENT:**Thank you message for end of campaign

**DATE TO SEND:**early January

**SUBJECT:** Thank you for being the faces of change

Dear colleagues:

As 2022 begins, the 2021 Combined Federal Campaign (CFC) comes to an end. **Jan. 15 is the final day to pledge and be the face of change.** If you haven’t already pledged, start your new year off with a gift that will keep on giving all year long through a recurring payroll deduction, and be the face of change with all of us in this caring federal community.

My favorite way to pledge is through the online portal. It’s a comprehensive and quick, flexible and secure way to make a difference. With our gifts, we can help an individual we may never meet or community we may never visit, and they will feel our impact for years to come. If you gave last year, your account is already set up to renew your previous pledge easily – if you’re able, consider increasing your gift by 10% this year, or supplementing it with a pledge of volunteer time, or a $60 one-time gift to celebrate 60 years of CFC giving.

What I find truly inspiring is that the reach of the CFC goes beyond helping individuals and communities – it can touch lives within our own federal community. I’ve had the pleasure to hear about our coworkers who foster animals, tutor underprivileged youths, help veterans enter the civilian workforce, and spend time at their local food pantry. One particular story that struck me was [NAME]’s from [DEPARTMENT/AGENCY].

[INSERT FEDERAL EMPLOYEE STORY]

You each have inspired me in your own ways, and you each represent the face of change through the caring CFC community – one I am very proud to be a part of.

In these last days of the CFC, we are looking to show the strength of the federal community and make the greatest impact possible. Some people might say it takes an extraordinary person to care enough to give, but it’s more common than you think, and it’s easy! Anyone can be a changemaker through the CFC.

Your actions today empower a world of change tomorrow. Pledge your gift by visiting [GiveCFC.org](https://givecfc.org/).

Thank you for being the faces of change,

[Department/Agency Head]