**FROM:** Campaign workers

**TO:** All staff

**CONTENT:** CFC Event Email – IN PERSON

**DATE TO SEND:** One week before your event

**SUBJECT:** You’re invited to our 2021 CFC [EVENT NAME]!

Dear fellow changemakers:

As federal employees and retirees, we represent a strong, caring community through the Combined Federal Campaign (CFC). We are dedicated to making a difference in local communities, across the nation, and around the world. Together, we can be the face of change.

That’s why it’s my pleasure to invite you to our 2021 CFC [EVENT NAME]! Here is what you need to know:



**What:** 2021 CFC [EVENT NAME]

**When:** [DAY], [MONTH] [DATE], 2021

**Where:** [AGENCY ADDRESS, ROOM]

**Who:** All [AGENCY] employees!

**More info:** [Add a link to an intranet flyer or event webpage here]

**RSVP:** Email XXX@XXX.gov to confirm attendance! [Or add in event registration link]

I am looking forward to celebrating 60 years of giving through the CFC and making an impact in our communities and world around us, with you.

Cheers,

[Campaign worker]

[Title]

**PS:** *Invite your colleagues to join you, and show them why you love being the face of change through the CFC!*