[to be placed on your company branded email/ letterhead]

Dear [insert first name of employee]

We sincerely appreciate your commitment to our organization, but we know your dedication doesn't end with work. Family, neighbors and community mean as much to you as they do for us. However, 2020 has brought devastation to hundreds of thousands of Americans which is why we're partnering with Blessings of Hope to help our community. They work tirelessly every day to ensure the impoverished in our communities have access to food. With many thousands now unable to afford food due to the pandemic, Blessings of Hope needs our help to expand their facilities so they can meet this unprecedented demand and has asked us to aid them by joining their fundraising efforts.

So, we're going to do just that! We've made it as easy for you to get involved. As a company, **we are matching the total of the funds that all of our employees give**. Want to know more about Blessings of Hope? Learn about them in this [short 3 minute video](https://www.youtube.com/watch?v=ArNoUR9ikeE). If you're interested in supporting Blessings of Hope outside of our company, you can also start your own fundraising page [here](https://blessingsofhope.givingfuel.com/crowd/blessings-of-hope-and-the-business-community).

Let's show your community and Blessings of Hope how much we appreciate the work they do for our communities. I'm asking for you to join me in helping them continue their journey of caring, compassion and support! You can make your donations directly to [me/human resources/[insert name] and we will track the total for our matching donation.

[Insert closing]