

SAMPLE

MEMORANDUM

TO: _____ Staff

FROM: SEFA ECM

SUBJECT: 2009 SEFA Campaign

DATE: November 2009

The 2009 SEFA Campaign is coming to a close. I wanted to take this opportunity to offer a thank you for your participation and support. SEFA is able to help others from your generosity. Your donations will be put to work immediately helping others in the areas that you have designated.

As always if you have any questions or problems please feel free to contact me in person, at _____, or at _____ @ _____

Thank you for your continued support of the state employees federated appeal.