

# SAMPLE

## MEMORANDUM

**TO:**                \_\_\_ Staff

**FROM:**            Your SEFA representative

**SUBJECT:**        2009 SEFA Campaign

**DATE:**            October 2009

The 2009 SEFA Campaign is underway. The (agency name) \_\_\_\_\_ has been an active participant in this campaign for many years. This year we hope to increase our participation with your help. Last year we raised over \$\_\_\_\_\_ that was invested into the well-being of our communities and their citizens.

Please consider participating in this year's campaign. Every contribution helps; even a dollar a pay period can offer support and assistance to others; that's only \$26. For example, your one dollar a pay period can allow a potential donor to be typed for the bone marrow registry or supply a wig to a patient that has lost his/her hair due to chemotherapy.

If you need any assistance in filling out your pledge card or have a question about SEFA please feel free to contact me in person, at \_\_\_\_\_, or at \_\_\_\_\_@\_\_\_\_\_.  
\_\_\_\_\_.

I thank you for your time and consideration and look forward to working with you in the support of others.