

SAMPLE

MEMORANDUM

TO: _____ Staff

FROM: Your SEFA Representative

SUBJECT: 2009 SEFA Campaign

DATE: October 2009

SEFA is a valuable program that is able to use donations right in our community. Your support helps to run many local, regional and national organizations. One of the benefits of this campaign is that you can direct where you want your donation to go. Whether it is a specific organization or a specific region, your gifts will be used to help others. I hope that you will consider giving to SEFA.

As you know the 2009 SEFA Campaign is well under way. I will continue to collect pledge cards for another _____ weeks. If you have not received one please let me know and I will get one to you. If you have any other questions I would be happy to answer them. You can contact me in person, at _____ or at _____@_____

Thank you for your time and consideration.