

UNITED WAY DAY OF CARING TEMPLATE

<Date>

Dear Staff,

Our company is proud of our long-standing partnership with United Way of Lancaster County. When you make a financial investment in the work of United Way, you are improving the lives of your friends and neighbors in our community. Volunteering your time and talent is another valuable way that you can invest in community change while also having fun.

This year <Company Name> is participating in United Way's annual Day of Caring, which will take place over the course of two days -- Friday and Saturday, September 8 and 9, 2017. We are recruiting a team of employees who will participate in a specific project to <do what?> on <day>, <date> at <time>. We invite you <and your family members> to register and be a part of our team at <URL address> no later than <date>.

Our company places a high value on giving back to the community in such a tangible way, and we hope you'll join your fellow colleagues in making BOLD change happen across Lancaster County!

We have one life. To live better, we must LIVE UNITED.

Sincerely,

<Company Coordinator Name>