*Feel free to use the following email templates before and after your campaign events. You’re also welcome to plug our* [*fact images*](https://drive.google.com/drive/folders/1BjsZ_qor8DyCk32Gw-_fQPQtPwlsKnCK?usp=sharing) *into your emails for more on the United Way impact.*

**Sample Event Invitation Email (~2 weeks before event)**

Dear <<NAME>>,

As part of our United Way campaign, I’d like to invite you to <<EVENT NAME>>. We’ll be <<EVENT DESCRIPTION AND RELATED INCENTIVES>>.

Event Details:

* <<DATE, TIME>>
* <<LOCATION/VIRTUAL>>

We’re excited to partner with United Way of the Midlands, a local charitable organization that improves life for everyone in our community. They tackle complex problems like homelessness, children’s literacy, and lack of access to healthcare, with a focus on creating generational change that leaves a lasting legacy.

Attend the event to learn more about the campaign and the uplifting work going on in our community. Plus, take advantage of a break from your work and a chance to have some fun with your colleagues.

Sincerely,

<<NAME>>

**Sample Event Reminder Email (1 day before event)**

Dear <<NAME>> ,

Tomorrow, we’re hosting <<EVENT NAME at TIME>>. We’ll be <<EVENT DESCRIPTION AND RELATED INCENTIVES>>.

Event Details:

* <<DATE, TIME>>
* <<LOCATION/VIRTUAL>>
* <<VIRTUAL LINK, if applicable>>

This is just a quick reminder to encourage you to join us. We’re looking forward to gathering for a good cause!

Thank you,

<<NAME>>

**Sample Event Wrap Email (following the event)**

Dear <<NAME>> ,

Thank you for engaging in our United Way of the Midlands workplace campaign.

Our goal is to <<GOAL>> by <<CAMPAIGN END DATE>>.

It’s easy to learn more and give online. Simply visit our campaign webpage <<INSERT HYPERLNK TO WEBPAGE >>.

Thanks again for attending the event. Keep an eye out for more prizes, events, and updates throughout the campaign. We’re excited to join forces with United Way to strengthen our community!

Thank you,

<<NAME>>