**Sample Department Leader Letter**

Dear [Firstname],

Last year, we came together to support our community through United Way and I was very proud of what we were able to achieve.

During the next few weeks, you will be hearing more about United Way of Wapello County and about the great work they are doing to improve lives in our community. United Way invests in strategies to improve education, financial stability and health for every person in Wapello County.

United Way recruits people and organizations like ours to bring together the passion, expertise and commitment to get things done. Our team is proud of our long-time partnership with United Way, and how, together, we advance important community priorities. United Way of Wapello County takes great pride in the responsibility it has to help address the needs in our community in the most cost effective way possible.

Please join me in learning more about how [department, team, location, business unit] can Live United at the department meeting [insert time and location of meeting]. Let’s continue to be a shining example for others in [company name] to follow.

Please complete the enclosed pledge form and return by [date]. This simple act can make such a big difference to so many people.

Thank you for Living United.

Sincerely,

P.S. [COMPANY NAME] maximizes the impact of your donation by matching your United Way pledge [dollar for dollar].