



LIVE UNITED

SAMPLE COMMITTEE RECRUITMENT LETTER

Dear **(INSERT NAME)**,

Again this year, **(INSERT COMPANY NAME)** is proud to participate in the United Way community campaign. It's a way for our organization to do its part in helping to keep Rutherford and Cannon Counties area a great place to live.

I want to invite you to help make this year's **(INSERT COMPANY NAME)** United Way campaign the best yet by joining the campaign planning committee. Share your ideas, improve your community and have a lot of fun too! This year, our campaign will run from **(INSERT DATES)**, so please help us get started now.

Our first committee meeting will be on **(INSERT DATE)** at **(INSERT TIME)** in the **(INSERT NAME OF MEETING ROOM)**. United Way representatives will be there to educate us on running a successful campaign. Please RSVP to me at **(INSERT CONTACT PHONE NUMBER)** by **(INSERT DATE)** so I can order enough refreshments.

Thank you in advance for your leadership and commitment to our community by supporting United Way.

Sincerely,

(INSERT EMPLOYEE CAMPAIGN MANAGER NAME)