

# Email Template

## Do you need a sample email to send to co-workers or friends and family to tell them about City Harvest's *Share Lunch Fight Hunger*?

Copy, paste, and fill in the blank fields to the right to create a personalized message and help simplify your fundraising.

Feel free to add any personalized touches about why you and/or your company are getting involved with City Harvest and helping to feed our city's children. Sharing these details can really help your message hit home.

### Other things to include:

- If your company has a matching gift program, sharing this information is an effective way to motivate colleagues considering a donation. Attach your company's matching gifts form to your email as a reminder, or if your company uses an online portal, include that link. If you're unsure on your company's matching gift program, reach out to your HR department.
- Include information about any online contests or fun incentives that participants can take part in by donating to your team (ie. raffles, happy hour, etc.).

## Sample Email

**Subject:** Help Feed NYC's Children

Dear Friend,

Right now, 1 in 5 New York City children are food insecure and may not know where their next meal is coming from. With your help, we can change this by taking part in City Harvest's *Share Lunch Fight Hunger*, a citywide campaign to help feed thousands of children and their families.

With your donation, you'll help **[team name]** get closer to our fundraising goal of **[goal]**. Every dollar helps City Harvest deliver nutritious food, free of charge, to food pantries, soup kitchens, and other community food programs for children and their families in need. Donating the cost of **just one \$20 lunch helps feed 46 children!**

- \$45 helps feed 15 children for a week
- \$75 helps feed 12 children for 2 weeks
- \$150 helps feed 11 children for an entire month

**Donate now to [Insert team name, and hyperlink the sentence to your team page].**

Thank you for supporting our team and joining City Harvest to help ensure no children in our city go hungry.

With sincere thanks,  
**[Your Name]**