

Employee Volunteerism Program

Date: [Insert Date]

To: [Media Outlet Name]

From: [Your Company Name]

Subject: Invitation to Cover Our Employee Volunteerism Program

Dear [Media Contact Name],

We are excited to announce our upcoming Employee Volunteerism Program, scheduled for [insert date], at [insert location]. This initiative aims to engage our employees in meaningful community service activities, fostering a spirit of giving back and supporting local organizations.

We would like to extend an invitation to your publication to cover this event. It presents an excellent opportunity to showcase our employees' commitment to making a positive impact in the community and to highlight the importance of corporate social responsibility.

Details of the Event:

- **Date:** [insert date]
- **Time:** [insert time]
- **Location:** [insert location]
- **Activities:** [brief description of activities]
- **Participating Organizations:** [list of organizations]

We hope to inspire others in the community to join us in our volunteer efforts. Your coverage will be invaluable in spreading the message of community service and teamwork.

Please let us know if you can attend or if you require any additional information. We look forward to the possibility of collaborating with you to highlight this significant event.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]