Toolkit :  
DECEMBER 31

# Please note that this document has been created to support your communications. Feel free to use the template as is, or copy and paste the content below into your messages.

# Key messages

**Deadline:** December 31 is the last day to make a one-time donation through the GCWCC and receive a 2025 tax receipt.

**Impact:** Your gift fuels programs that provide healthcare, shelter and support to people and families across Canada.

**Inclusivity:** Every gift counts, no matter the size.

**Convenience:** Give online in minutes through ePledge.

**Appreciation:** Thank donors for their generosity. (if relevant)

# Timing

**Send date:** Between December 15 and 18 (before employees leave for the holidays.)

**\*\*Note:** The example shared below can be adapted to resonate best with your colleagues.\*\*

# Email Template – Year-End Tax Receipt Reminder

**Subject**: Last chance to receive a 2025 tax receipt   
   
Hi [First name],

There’s still time to donate through our workplace charitable Campaign!  
   
Using ePledge, you can make a one-time gift **before midnight on December 31** to receive a 2025 tax receipt. It only takes a few minutes to bring hope, care, and comfort to people and families across Canada.  
   
Every amount given to the United Way Centraide, to HealthPartners and many others, no matter the size, will make a difference and help strengthen our communities.  
   
If you've already donated, thank you for your generosity and for helping make this season brighter for all.  
   
[**Give today**]

Warmest wishes,   
Signature