

SAMPLE LETTER

for employer to send to employees

Dear Employee,

We have just survived a storm for the ages. It's a story we will share with family and friends far into the future. I write today with news that will help ensure that the story you tell has a happy, healthy ending.

If your property suffered damage, you have a lot on your plate as you face home and work challenges because of it. I want to help you. That is why our company is partnering with and donating to the United at Work Hurricane Ian Response Fund being administered by United Way of Charlotte County. The Elsa and Peter Soderberg Charitable Foundation, Inc. of Boca Grande is generously matching Charlotte County businesses' donations dollar-for-dollar up to \$500,000 to address your urgent needs.

I am contributing to this fund because its purpose is what I want most for you - to help you and your family back on your feet and put this crisis behind you. We are a team. Each one of you plays a vital role that makes our company a success. We will be able to remain empowered and motivated as this fund provides you immediate relief from the effects of Hurricane Ian. It gives you a head start in rebuilding your life.

Let's do this! Here's how to get the ball rolling:

1. Find out what help you can get through FEMA first. To apply and get your questions answered, call 800-621-3362 or register online at DisasterAssistance.gov.
2. Next, apply with United at Work if you still have needs after working with FEMA. Please fill out the United at Work application at www.unitedwayccfl.org/gethelp.
3. United Way of Charlotte County staff will reach out to you to gather more information and to let you know what the next steps are for your situation.

My hope is that we emerge after this as an even stronger team, with job security, increased productivity, and an overall thriving community.

Sincerely,