Dear Employees:

 On {**Enter Date} {Disaster Name},** a Category **{Enter #}** hurricane **(is scheduled to make) or (has made)** landfall impacting **{Enter States}.** Storms of this intensity bring high winds, tidal surges, catastrophic flooding and power outages. It’s also common that inland communities are also threatened as the storm moves away from the coast.

Plan admin note: Disaster details can be found on www.fema.gov.

**{Enter Company Name}** has **{Enter # of Employees}** employees in the storm’s path. Our teams have been working together to prepare for the impact and coordinate safety and relief efforts. In the event that we have employees impacted by this storm, we wanted to share some important details regarding the **{Enter Fund Name}** and how we can help our employees and their families.

**How you can help!**

The best way to show support to those impacted is to make donations to the {Enter Fund Name} which was created to help employees who are facing financial hardship immediately after a natural disaster or an unforeseen personal hardship. The **{Enter Fund Name** relies primarily on individual donations from employees and support from **{Enter Company Name}** to fund this program

There are many ways to donate and make a difference!

Every contribution helps and when combined with the donations of others, can provide the help and hope a fellow employee needs when facing the unexpected.

We would like to thank each of you in advance for your help and support to our employees and their families and we will keep you posted on any new updates.