

Sample email to co-workers/friends

TO: (NAME OF DISTRIBUTION LIST)
SUBJECT: (NAME OF COMPANY/ORGANIZATION SAVING LIVES)

We have a chance to make a big difference in the lives of people right here in Northern California by taking part in the (NAME OF COMPANY/ORGANIZATION) blood drive, this (DATE).

Every three seconds, someone needs a blood transfusion, yet less than 4% of those eligible to give blood do!

Please join me and our other colleagues/friends this (DATE) at (TIME) in the (ROOM/LOCATION DRIVE WILL BE IN) to help save lives. (INSERT OTHER INFO HERE LIKE PRIZES, GIVEAWAYS, ENTERTAINMENT, ETC).

Please contact me at (INSERT PHONE NUMBER, EMAIL, ETC.) to schedule an appointment to donate blood during the (NAME OF COMPANY/ORGANIZATION) blood drive.

Let's show we care! Thank you.

Sincerely,

(NAME, CONTACT INFO)