



## Sample Organization Internal Memo

Subject: **[Organization]** Joins Soldiers' Angels Adopt-A-Family Program to Bring Holiday Joy to Military and Veteran Families

Affording Christmas or winter holiday gifts for your family can be hard. Doing so on deployment or on a Military or Veteran family budget is even harder. That's why today **[Organization Name]** announced we have joined the Soldiers' Angels Holiday Adopt-A-Family program, matching us with families in need of support this holiday season.

Through the Adopt-A-Family program, **[Organization Name]** will provide Military and Veteran families with gifts for their children and grocery cards to help them celebrate the 2023 holiday season.

Last holiday season, nearly 1,800 Military and Veteran families were supported through the Adopt-A-Family program. This year, through our sponsorship and the support of other companies and individuals, we hope to show even more families our gratitude.

If you know of a Military or Veteran family with children under 18 who are in need of additional support this holiday season, please encourage them to visit [SoldiersAngels.org/Adopt-A-Family](https://SoldiersAngels.org/Adopt-A-Family) between Sept. 22 – Dec. 1, 2023 to learn more and apply.

