

## Email Template: Community Partner to Local Residents

Use this email template as a guide to solicit the community to participate in your local HP Refresh Program.

Dear (Local Community Residents Name Here)

Looking for ways to give back to your community during the Covid-19 crisis? The HP Refresh Program allows you to donate your unwanted computers to students in need.

We, (Community Partner name here), will be hosting a computer drive to collect computers you no longer need on (Day, Time) at (Location).

Here are some of the ways you can help:

- If you have unused computers stashed away, bring them to the computer drive. These devices don't have to be fancy – all the students need is browser capability.
- Use HP Refresh Software to securely wipe data from all devices and re-image the devices by installing browser-based software. If you choose to erase data and install the software at your own location, follow the [HP Refresh Software](#) instructions found on the HP Refresh website.
- If you prefer to drop off the computers and have (Community Partner name) erase the data, we will be responsible for erasing data from the computers and installing the browser-based software.
- Help us spread the word. If you know any families or individuals that have unused computers to donate, they can bring them to the (insert community partner name here and computer drive date here).
- Review the latest [CDC Guidelines](#) for Social Distancing.

If your student needs a computer, contact us to find out where and how to pick up a computer for your student.

For more information and guidelines visit the [HP Refresh Program](#).

Thank you for your support!

(Insert contact information here)

(Insert community computer drive info here again)

\*Device should not be more than 8 years old and must be a Windows based PC. The software will not work on Apple computers