

Email Template: Community Partner to Local Business.

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

Dear (Local Business 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 PCs to students in need.

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

Here are some of the ways you can help:

- If your business has unused personal computers stashed in a storage room, bring them to the PC 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 PCs and have (Community Partner name) erase the data, we will be responsible for erasing data from the PCs 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.

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.