***Draft Memo***

**MEMORANDUM**

TO: All Staff

FROM: [Organization Name]

SUBJECT: October is Energy Action Month! Participate in SC Energy Hour!

DATE: October 1, 2023

October is “[Energy Action Month](https://energy.sc.gov/energyactionmonth)!” In the spirit of saving energy, we encourage you to participate in the third annual SC Energy Hour on October 4, 2023 from 10:04 AM – 11:04 AM.

We encourage you to participate by taking a photo of what you’re doing to save energy and share that photo on social media. Check out the hashtag *#SCEnergyHour* and the @SCEnergyOffice Twitter and Facebook accounts to see what others are doing across the state.

More information can be found on the Energy Office website at [ENERGY.SC.GOV/EnergyActionMonth](http://energy.sc.gov/energyactionmonth).

Thank you for your support and happy Energy Action Month!