

Charity Donation Matching Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support for a meaningful cause as part of [Your Company]'s corporate charity program. We are committed to making a positive impact in our community, and I am excited to share a charitable initiative that I am personally involved in.

[Insert brief description of the charity or organization and its mission. Mention how the funds will be used and the impact it will have.]

As an engaged employee and advocate for this cause, I am planning to make a personal donation of [Insert Amount] to support [Charity's Name]. I would greatly appreciate it if [Company's Name] could match my donation through the corporate charity program. This would amplify our contribution and benefit the community even more.

I believe that with your support, we can make a significant difference in the lives of those in need. Please let me know if any further information is required to facilitate this process.

Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Company]