

Matching Gift Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Employer's Matching Gift Department]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Employer's Matching Gift Coordinator's Name],

I hope this message finds you well. I am writing to request a matching gift in support of my recent charitable donation to [Charity Name], a nonprofit organization dedicated to [brief description of the organization's mission or purpose].

On [Donation Date], I made a contribution of [Donation Amount] to [Charity Name]. As an employee of [Your Company Name], I understand that your organization supports community involvement through a matching gift program, which I believe could significantly enhance my contribution.

Attached to this letter are the necessary documents, including my donation receipt and any forms required to process the matching gift. Please let me know if you need any additional information or further documentation.

Thank you for considering my request. I appreciate your support and commitment to giving back to the community.

Sincerely,

[Your Name]