

Inquiry About Corporate Matching Gift Programs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about [Company's Name] corporate matching gift program. We are excited about the potential partnership with your company and are keen to understand how your matching gift program operates.

Could you please provide information on the eligibility criteria, the process for employees, and the types of charitable donations that qualify for matching? Additionally, I would appreciate any resources or guidelines that would help us better inform our supporters about your program.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization's Name]