

# Request for Matching Gift

Dear [Alumnus Name],

I hope this message finds you well. As a valued member of our alumni community, we want to share the great impact your contributions have made to [University/College Name].

We are reaching out to remind you about the potential of your philanthropic support being matched through your employer's matching gift program. Many companies offer such programs to encourage their employees' charitable giving.

If your employer participates, we encourage you to submit your donation for a match. This is a wonderful opportunity to double the impact of your gift! To assist, we have enclosed a guide on how to find out if your employer offers a matching gift program, as well as the steps needed to get your donation matched.

Thank you for your ongoing support of [University/College Name]. Every contribution makes a significant difference.

Warm regards,

[Your Name]

[Your Title]

[University/College Name]

[Contact Information]