

Letter Template for Matching Gift Program Request

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Supporter's Name]
[Supporter's Company]
[Company Address]
[City, State, Zip]

Dear [Supporter's Name],

I hope this message finds you well. I am reaching out to share an exciting opportunity to double the impact of your generous support for [Your Organization's Name]. Through our matching gift program, your contribution can be matched by your employer, amplifying your support for our cause.

As a valued community supporter, your donation helps us [briefly explain what the donations support]. By participating in a matching gift program, you can significantly enhance the impact of your generosity.

If your employer offers a matching gift program, I encourage you to take full advantage of it. Simply reach out to your HR department or visit [insert website link] for more information on the process.

Thank you for considering this opportunity. We truly appreciate your support and commitment to [Your Organization's Name]. If you have any questions or need assistance, please feel free to contact me directly.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]