

Letter of Request for Matching Gift Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Corporate Sponsor's Name]

[Corporate Sponsor's Address]

[City, State, Zip Code]

Dear [Corporate Sponsor's Contact Person],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to discuss an exciting opportunity for collaboration through our Matching Gift Program. We are committed to [brief description of your organization's mission], and with your support, we can enhance our impact and reach more individuals in need.

As part of our fundraising initiatives, we would like to invite [Corporate Sponsor's Name] to participate in our Matching Gift Program. This program would allow your organization to match employee donations made to [Your Organization], effectively doubling the financial support and fostering a culture of giving among your workforce.

By participating, not only will [Corporate Sponsor's Name] be contributing to a worthy cause, but you will also reap the rewards of corporate social responsibility and strengthen your community ties. Together, we can make a significant difference in the lives of those we serve.

We would love to discuss this opportunity with you further and explore how we can make the Matching Gift Program beneficial for both [Corporate Sponsor's Name] and [Your Organization]. Please let us know a suitable time for a meeting or if you need any additional information.

Thank you for considering this impactful opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]