

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Matching Gift Coordinator's Name],

I hope this message finds you well. I am writing to request a corporate matching gift for my recent contribution to [Charity/Organization Name]. I made a donation of [amount] on [date] to support their efforts in [describe the cause or project].

[Charity/Organization Name] is dedicated to [briefly describe the charity's mission and impact]. A matching gift from [Company Name] would greatly enhance the support they receive and further their impact in the community.

Please find attached the donation receipt and any additional documentation required for processing my matching gift request.

Thank you for considering my request. I truly appreciate [Company Name]'s commitment to supporting charitable efforts and look forward to your positive response.

Sincerely,

[Your Name]