

Corporate Matching Gift Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Corporate Donor's Name],

I hope this message finds you well. I am writing to request your support in matching our fundraising efforts for our upcoming community service project, [Project Name]. This project aims to [briefly explain the purpose and impact of the project].

We are dedicated to making a positive impact in the community and your involvement would greatly amplify our efforts. By matching donations made by your employees, [Company Name] can help us reach our fundraising goal of [Insert Amount]. Every contribution will directly support [specific outcomes or areas of impact].

Enclosed are details of the project and the matching gift instructions. We sincerely hope you will consider partnering with us for this meaningful initiative.

Thank you for considering this opportunity to make a difference. Please feel free to reach out if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]