

# Corporate Matching Gift Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Institution Name]

[Institution Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in our efforts to enhance educational opportunities at [Institution Name]. We are committed to fostering an environment where students can thrive and excel, but we cannot do it alone.

As a [Company Name] employee, your generous donations to our institution are eligible for corporate matching gifts. With your company's matching gift program, your contribution can significantly amplify the impact of your philanthropic efforts.

For your convenience, I have included the donation details below:

- **Donation Amount:** [Insert Amount]
- **Date of Donation:** [Insert Date]
- **Designation:** [Specify Program/Department]

Please let me know the process for submitting a matching gift request. If you need any additional information or documentation from our side, feel free to reach out. Your support helps us achieve our mission and transform the lives of our students.

Thank you for considering our request. We truly appreciate your generosity and commitment to education.

Sincerely,

[Your Name]  
[Your Position]  
[Institution Name]