

Request for Corporate Matching Gift

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support for our ongoing environmental initiatives at [Your Organization]. Our organization is dedicated to [briefly describe your mission and environmental work, e.g., conservation projects, community clean-ups, educational programs, etc.].

As a valued partner in our community, we invite [Company's Name] to consider participating in our campaign through a corporate matching gift program. By matching employee donations, [Company's Name] can amplify the impact of contributions made by your staff towards our environmental efforts.

Matching gifts are a wonderful way to enhance community engagement and show commitment to sustainability. With your help, we can increase our reach and effectiveness in [describe specific goals or projects].

Enclosed you will find our latest report detailing our projects and their outcomes, along with instructions on how to initiate the matching gift process.

Thank you for considering our request. We are excited about the potential to partner with [Company's Name] in making a positive difference in our environment. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]