

Request for Corporate Matching Gift

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Matching Gift for Volunteer Services

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a corporate matching gift from [Company's Name] in recognition of my volunteer work with [Nonprofit Organization Name]. I volunteer my time and skills to support the mission of this organization, [briefly describe the nonprofit's mission or activities].

During the past year, I have dedicated [number of hours] hours to [describe specific activities or projects], and I am proud to contribute to such a meaningful cause. As part of your commitment to giving back to the community, I would like to request that [Company's Name] match my volunteer hours through your matching gift program.

Enclosed are the details of my volunteer hours and the organization's information for your reference:

- Organization Name: [Nonprofit Organization Name]
- Volunteer Hours: [number of hours]
- Volunteer Activities: [brief description]

Thank you for considering my request for a corporate matching gift. Your support not only validates my volunteer efforts but also helps [Nonprofit Organization Name] continue their invaluable work in the community.

If you need any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position if applicable]