

Charity Event Donation Match Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Charity Organization Name] as we prepare for our upcoming charity event, [Event Name], scheduled for [Event Date]. This event aims to [briefly describe the purpose of the event and the cause it supports].

As we strive to make this event a success, we are reaching out to our valued supporters to ask for their participation in a matching donation program. We would be honored if [Recipient's Organization Name] could match any contributions made during the event to help maximize our impact and reach our fundraising goals.

Your support would play a crucial role in [specific impact the donation will have, e.g., providing meals, funding scholarships, etc.], and we believe that with your partnership, we can make a significant difference in our community.

If you're interested, we would love to discuss this further and explore how your organization can contribute. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We appreciate your continued support and look forward to the possibility of partnering with you to make this event a success!

Sincerely,

[Your Name]

[Your Title]

[Charity Organization Name]

[Contact Information]