Grant Matching Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Grantor's Name],

I hope this message finds you well. I am writing to request your support for our upcoming community event, [Event Name], taking place on [Event Date]. This event aims to [brief description of event purpose].

We are seeking a matching grant of [Amount Requested] to help amplify our impact and engage more community members. For every dollar contributed by your foundation, we will match it with funds raised through local sponsors and community contributions.

Your previous support has immensely benefited our initiatives, and we believe that with your continued partnership, we can make [Event Name] a success. We anticipate that this event will [expected outcomes of the event].

Thank you for considering our request. We would be happy to provide any additional information needed. I look forward to the possibility of working together again to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]