

Exciting News: Your Donations Can Go Further!

Dear [Employee's Name],

We are thrilled to announce that [Company Name] is launching a Corporate Matching Gift Program! This means that your charitable donations can have double the impact.

Starting [Start Date], for every dollar you donate to eligible nonprofit organizations, [Company Name] will match your contribution dollar-for-dollar, up to [Match Limit]. This initiative is part of our commitment to support the communities we serve and encourage employee philanthropy.

Here's how it works:

1. Make a personal donation to an eligible nonprofit organization.
2. Complete the matching gift request form on [Company's Intranet/Website].
3. Submit your proof of donation and receive your match!

For more information on how to apply for a matching gift, please visit [Link to Matching Gift Program details] or contact [HR/Corporate Responsibility contact].

Thank you for your generosity and dedication to making a positive impact!

Warm regards,

[Your Name]
[Your Job Title]
[Company Name]