

Dear [Alumnus Name],

I hope this message finds you well. As a proud alumnus of [University Name], you know firsthand the impact that philanthropy can have on our community.

We are reaching out to remind you of the opportunity to double or even triple your generous contribution through your employer's matching gift program. Many companies match gifts made by their employees, which can significantly enhance the support for our initiatives.

If you haven't already, please consider checking with your employer's HR department to see if they participate in a matching gift program. If your gift qualifies, the additional funds can go directly toward [specific purpose or program], making a tremendous difference for current and future students.

Thank you for your continued support and for being such an important part of our [University Name] family. Together, we can achieve great things!

Warm regards,

[Your Name]
[Your Title]
[University Name]
[Contact Information]