

# Matching Gift Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your support in matching my recent charitable donation to [Charity Name]. As an employee of [Your Company Name], I am proud to contribute to causes that are important to me, and I believe in the value of our company's matching gift program.

I have made a donation of [Donation Amount] to [Charity Name], which is focused on [Brief Description of Charity's Mission]. It would mean a lot to me if [Your Company Name] could match this contribution to amplify its impact.

Attached to this email is the receipt for my donation. If you need any additional information to process this request, please let me know.

Thank you for considering my request. I appreciate our company's commitment to giving back and supporting our employees' philanthropic efforts.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]