

# Matching Gift Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

**Dear [Company's Matching Gift Coordinator],**

I hope this message finds you well. I am writing to request your support in matching my volunteer hours with a charitable contribution to [Nonprofit Organization Name]. As a dedicated volunteer, I have given [number of hours] hours of my time to assist with [describe volunteer activities].

[Nonprofit Organization Name] plays a critical role in our community by [briefly describe the mission or impact of the organization]. Your matching gift program offers a wonderful opportunity for my volunteer time to translate into financial support for this important work.

I kindly ask you to consider my volunteer hours for a matching gift contribution. Please let me know if you require any further information or documentation to process this request. I appreciate your time and consideration and look forward to your positive response.

**Thank you for your support!**

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Department, if applicable]