

Invitation to Participate in Our Corporate Donation Match Program

Dear [Employee's Name],

We are excited to announce the launch of our Corporate Donation Match Program! At [Company Name], we believe in giving back to our community and supporting causes that matter to us all.

As part of this initiative, [Company Name] will match your donations to eligible nonprofit organizations dollar for dollar, up to \$[amount] per employee per year. This is a wonderful opportunity to amplify your contribution and make an even greater impact.

To participate, simply follow these steps:

1. Choose a nonprofit organization that you would like to support.
2. Make your donation online or through a check.
3. Submit your matching gift request through our [Company Portal/Matching Gift Form].

We encourage you to take part in this program and help us make a difference. For any questions or further information, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your commitment to giving back!

Sincerely,

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