

# Matching Gift Request

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip]

[Institution's Name]

[Institution's Address]

[City, State, Zip]

Dear [Donor's Name],

Thank you for your generous contribution of [amount] to [Institution's Name]. Your support plays a vital role in furthering our mission and enhancing the educational experiences of our students.

We would like to remind you that many companies offer matching gift programs, which can double or even triple your generous contribution. By simply submitting a matching gift request to your employer, you can significantly increase the impact of your donation.

If you need any information or assistance regarding the matching gift process, please feel free to contact us at [contact information] or visit our website at [website URL].

Thank you once again for your support. Together, we can make a difference in the lives of our students.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]