

# Corporate Support for Matching Donations

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to announce our commitment to support [Recipient's Organization] through a matching donation program. As part of our corporate social responsibility initiative, we believe in the importance of fostering community engagement and supporting charitable causes.

Through this program, [Your Company Name] will match every donation made by our employees to your organization from [start date] to [end date], up to a maximum of [matching amount]. We hope this will encourage our team to contribute to the valuable work you are doing.

We look forward to partnering with you and making a positive impact together. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] for any further discussion.

Thank you for the impactful work you do!

Sincerely,

[Your Name]

[Your Title]