

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to request a matching donation for my recent contribution to [Charity Name]. I have made a donation of [Donation Amount] on [Date of Donation], and I would greatly appreciate it if [Company's Name] could match this amount to help support [Charity's Cause].

[Charity Name] is committed to [provide a brief description of the charity and its mission]. Your support would not only enhance their ability to serve but also align with our company's commitment to community involvement and social responsibility.

Please find attached a copy of my donation receipt for your reference. Let me know if you need any additional information to process this request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]