

Matching Funds Request

[Your Name]

[Your Position]

[Your Charity Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support for our upcoming charity event, [Event Name], scheduled for [Event Date]. Our goal is to raise funds for [specific purpose or cause], and we would be grateful if [Company Name] could consider matching the donations we receive.

Matching funds will not only double the impact of our fundraising efforts but also encourage more participants to contribute, knowing that their donations will go further. We are aiming to raise [\$Amount] and would deeply appreciate your contribution of [\$Amount] as matching funds.

In recognition of your generous support, we would be pleased to acknowledge [Company Name] during the event and in our promotional materials.

Thank you for considering our request. We hope to partner with you in making a positive impact in our community. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Charity Organization]