

Request for Employee Giving Match

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]
[Your Company]

[Recipient Name]
[Recipient Title]
[Company Match Program Contact]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a matching contribution from [Company Name] for my recent donation to [Charity/Organization Name]. I am passionate about the mission of this organization, which aims to [briefly describe the mission of the charity].

As part of my commitment to giving back to the community, I have made a donation of [amount donated] on [date of donation]. I understand that [Company Name] offers an employee matching gift program, and I would like to request that my contribution be matched as per the guidelines.

Please find attached the receipt of my donation for your reference. I would appreciate your assistance in processing this request at your earliest convenience.

Thank you for supporting charitable giving and making a difference in the community.

Sincerely,
[Your Name]
[Your Contact Information]