[Your Organization Name]

[Date]

[Your Organization Address]
[Your Organization Phone Number]
[Your Organization Email Address]
[Your Organization Website]

Make your gift go twice as far

Dear [Donor Name],

Thank you so much for your recent donation of [Amount] to [Organization Name]. Your generosity is already helping us [briefly state immediate impact, e.g., feed families in our community/protect local wildlife].

But did you know you might be able to double that impact at no extra cost to you?

Many employers offer matching gift programs that will double charitable contributions made by their employees — and some will even match gifts made by retirees or spouses.

That means that your donation of [Amount] could instantly become [Double Amount] — allowing us to do twice as much good!

To see if your company will match your gift, please:

- Check with your HR department.
- If eligible, submit a matching gift form.
- Let us know so we can look out for it!

It only takes a few minutes, but the impact lasts a lifetime. Thank you for going the extra mile to support [Organization Name].

Sincerely,
[Your Name]
[Your Title]
[Your Organization]