

----- HR EMPLOYEE GIVING REQUEST EMAIL TEMPLATE -----

Subject: Inquiry About Matching Nonprofit Gift Program

Dear [HR Representative's Name],

Does our company offer a matching gift program for donations made to nonprofits? As a **supporter/volunteer/donor** with Wish of a Lifetime from AARP, I am excited to support their mission of fulfilling the dreams of seniors and helping them feel connected to the people and places that mean the most to them.

If we do have such a program, could you please provide me with the necessary information and steps required to request a matching gift for my donation to Wish of a Lifetime? Additionally, I am interested in learning if our company matches volunteer hours with donations.

Here is the contact information for Wish of a Lifetime, should you need to confirm any details: donate@wishofalifetime.org.

Thank you for your assistance. I look forward to your response and appreciate your support in helping to double the impact of my contributions.

Best regards,

[Your Full Name]

[Your Job Title]

[Your Department]

[Your Contact Information]