

Suggested Employer Match Request Letter Template

Dear *(company name or person to whom you are writing)*,

My child's school, Dailard Elementary, is raising money for needed school programs, grants, classroom supplies and more. The Parent/Teacher run Dailard Student Foundation realizes the importance of promoting a community-based environment where we can provide our students with a variety of educational and social programs. Therefore, we are holding our fall fundraiser, also known as our annual Dolphin Pledge Drive from October 1st – October 31st 2024.

To help the school reach their monetary goal, *(Your child's name)* is participating in the Dolphin Pledge Drive. This fundraiser is 100% donation-based and we want to help the school achieve their donation goal. My child has raised a total of *(Your Child's Donation Total)*.

I am inquiring to see if *(Employer/Company Name)* will match the total donations that we've collected as a family and/or contributed ourselves. The donation would be a tax deduction and *(Employer/Company Name)* would be supporting our school and community.

The Dailard Student Foundation, with tax ID **33-0558354**, will send you an official receipt for any donation of \$250 or more. If you make any donation online, you will receive an email receipt with the tax ID# as well.

Thank you for your consideration in our efforts as we work to better our school and community!