

[DATE]

[SAMPLE MATCH FUNDING LETTER]

Employee match funding/corporate donation enquiry

Dear Sir/Madam,

I am currently an employee with [BUSINESS NAME] and my child attends Ewell Grove Primary and Nursery School in Ewell, Surrey. The school's parent/teacher association (PTA) is called 'Friends of Ewell Grove', and is a UK Registered Charity (No. 1064755). Run by parent/carer volunteers, the objectives of Friends of Ewell Grove are 'Building Community, Enriching Education and Raising Funds' where - as well as fundraising for the school itself - they also regularly run events to bring the whole school community together including fun activities aimed solely at the children.

To maximise their fundraising efforts for the school, Friends of Ewell Grove is happy to accept employee match funding donations and corporate donations, and I would like to help if possible. Please could you give me information on any charitable giving schemes or funds within our company and how, as an employee, I might be able to apply for them on Friends of Ewell Grove's behalf?

Yours faithfully,
[YOUR NAME]