[Donor's Name]  
[Donor's Address]  
[Donor's City, State, Zip Code]  
[Donor's Email Address]  
[Donor's Phone Number]  
[Date]

[Employer's Name]  
[Employer's Address]  
[Employer's City, State, Zip Code]

Matching Gift Request for Texana Center

Dear [Employer's HR Contact or Supervisor],

I am writing to respectfully request a matching contribution for a recent personal donation I made to Texana Center, a nonprofit organization committed to supporting individuals with behavioral health issues, intellectual and developmental disabilities, and autism. Their services make a meaningful difference across our community by promoting independence, inclusion, and quality of life.

On [date of donation], I contributed [amount of donation] to Texana Center, and I would like to see if this gift qualifies under [Employer’s Name]’s employee matching gift program.

I have attached my donation receipt for your reference, and I would be happy to provide any additional information needed to complete this request.

Texana’s work is vital to so many individuals and families across the region, and I would be proud to see [Employer’s Name] join me in supporting their mission.

Thank you for your time and consideration.

Sincerely,

[Donor's Name]