



## Employer Match - Suggested Letter Tips

The best way to understand the process for an employer match is to find out what your employer requires to successfully complete the match. Sometimes there is a maximum amount the employer will match. The employer will likely require information about the non-profit (school or school parent group) and they will require the 501c3/non-profit tax id number associated with the school or parent group.

To make asking for a match a little easier, we have provided a letter template below. You may choose to use the template if a written request is needed to submit your request for a match. The letter template is an example of suggested text that you can copy and paste into a word doc/processing program or email template to complete. Obviously, there are some areas (in parenthesis) that you'll need to complete or add information in order to provide the appropriate details.

Some larger employers could have different processes or guidelines to follow, like an online form or link. Before starting, check with your employer to be sure you know the processes.

### 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 and classroom supplies. The Parent/Teacher run **Dailard Student Foundation** realizes the importance of promoting healthy behaviors in our youth. Therefore, instead of selling unwanted or unhealthy merchandise they are choosing to raise money through a **Jog-A-Thon**.

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

To help the school reach their goal 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 community.

**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!