(October 1, 2023)

Dear (Head of HR),

Our family has given a {$1000} tax-deductible donation to our (son’s/daughter's) preschool, Park West Cooperative Nursery School. Our family has been extremely happy since becoming members of the amazing Park West community. Park West is a Co-op nursery school who prioritizes building relationships between teachers and children (and their parents) and creating an atmosphere of trust and mutual respect. We could not love this school more!

Please consider this nonprofit in your corporate matching program.  It would mean a great deal to my family and me if we had your support.  I have attached Park West

Co-op's tax-exempt letter.  Please let me know what other paperwork you need.

Thank you in advance for your support!

Sincerely,

XXXXXXX

Please feel free to customize this letter to fit your family and company’s needs. Thank you for trying to double your donation with Corporate Match!