

Month dd, yyyy

Dear Mr. :

Thank you for your recent gift to the University of St. Thomas. Our records indicate that you are eligible to have your gift of \$200 matched by yours or your spouse's employer, _____, but you have not turned in a matching gift form. All you need to do is stop by the human resources department to get a matching gift form, complete the donor section of the form and return it to me in the enclosed envelope. If you have already sent in a form, please notify us as our records indicate that it has not yet been received.

Many corporations support the university through matching gift programs for their current and former employees. Alumni and friends who work for these companies make an important difference at St. Thomas because they are able to double or even triple the value of their donations.

Thank you again for your heartfelt giving. If you have any questions regarding the matching gift program, please feel free to call me at (999) 999- 9999 or toll-free at 1-800-999-9999, extension 9-9999.

Sincerely,

Director of Operations and Compliance