# Draft email to HR

**Subject: Inquiry about Matching Gift Program**

Dear [HR Contact Name],

I'm writing to inquire about the company's matching gift program for charitable donations. I'm interested in making a donation to the SBA Pro-Life America Education Fund (EIN: 26-4788700) and would like to see if their organization qualifies for a matching gift from our company.

If we do have a matching gift program, could you please provide me with some additional information? Specifically, I'd appreciate any details on:

* **Eligibility requirements:** Are there any minimum donation amounts or types of organizations that are excluded from the program?
* **Matching ratio:** Does the company match donations dollar-for-dollar, or is there a specific percentage match offered?
* **Submission process:** What steps do I need to take to submit a request for a matching gift? Are there any specific forms I need to complete?

Thank you for your time and assistance.

Sincerely,

[Your Name]