**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 guideline to follow, like an online form or link. Before starting, check with your employer to be sure you know the processes.

**Letter Template below on page 2**

(10/10/2019)

Dear (company name or person to whom you are writing),

My child’s school **Sherrills Ford Elementary School** is raising money for **This year our goal is to raise $60,000.

$35,000 Will be used to completly replace and update our K-2 playground. We want to ensure safety practices and ensure we have the most up-to-date equipment for out students.

$25,000 Will be used to update our 3-6 playgrounds. Funding will remove aging equipment, relocate existing structures, and add new slides. The goal is to create a fun and unified play space.

If we MAKE IT HAPPEN and exceed our goal by $7,000 the funds will be allocated in this wish list:

Wish List Item 1: $2,000- 6th grrade Hovercraft Project

Wish List Item 2: $3,500 -($500 for each grade) Grade level incentives for all 7 grades.

Wish List Item 3: $1,500 -($250 each ) for (4) Specials Area, Media Center and EC Department.** this school year. **Sherrills Ford Elementary PTO** 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 **Cash Drive**.

To help the school reach their monetary goal my (Your Child’s name) is participating in the **Cash Drive**. This fundraiser is 100% donation-based and we want to achieve the donation goal. My child has raised a total of (Student 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.

**Sherrills Ford Elementary PTO** with tax ID **65-1262648** 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!

Best Regards

(Your name)