

*Dear Human Resources/Applicable Party,*

I am part of a group of volunteer musicians known as the Social Symphony of Kansas City. The symphony is a community-driven group founded in 2018 and has been steadily growing ever since, growing into a full orchestra with a 501(3)(C) nonprofit structure. Many of our members return to being actively engaged musicians after many years of not playing due to lack of nonprofessional groups once beyond high school or college.

The Social Symphony of Kansas City affords amateur musicians the opportunity to reconnect with their instrument and play music in a relaxed, social environment. The symphony provides a place for people to get together, make new friends, and just play music together, and offer free concert performances to the Kansas City greater community.

Our operations, however, come with overhead. As our group has gotten bigger and more established, those costs have increased despite management provided through a volunteer Board of Directors. As a nonprofit, the symphony largely relies on donations to meet its needs. Donated funds are entirely applied towards performance and rehearsal venues, sheet music, orchestra-specific instruments such as tympani, and social events.

This group has made a positive impact on my life, and I have therefore decided to give back and donate to its continued success. I'd like to inquire if *Company Name* has a matching program for donations made by employees to nonprofit organizations. If so, please provide me with information on the next steps to solidify the support of *Company Name*.

Thank you for your consideration,

*Grateful Musician*