



Example recipient email

Here is a draft email you can send to your nonprofit contact in the event they will receive a financial contribution.

Subject: *[Program name]* financial contribution awarded

Body:

Hi *[Name]*,

My company just announced the nonprofits that will receive a financial contribution this year from our philanthropic program. I am thrilled to tell you that your organization was selected. Congratulations!

Your mission aligns well with that of ours -- to assist with people's most basic needs of food, safety, and shelter.

We will be contributing: *[\$Amount]*

The company is requesting that it will be used for: *[Reason]*

Please confirm that is possible. Assuming yes, I would like to drop off the check and take a picture with you and the team. What dates and times work for you?

I will also be responsible for reporting back to the company on how the money was spent and how it benefited the people you serve. So, I will be following up with you again in *[Month]* to better understand that so I can complete a required impact report.

We are grateful for the work that you do and I look forward to seeing you in person soon.

Best,

[Name]