Dear **[ Mr./Ms. Insert HR Employees Name],**

Hello, my name is **[Insert Full Name]** and I work in the **[Insert Department Name]**. I am reaching out to see if **[Insert Companies Name]** has a corporate philanthropy program or any end of the year giving towards 501c3 charities.

I volunteer and donate to Mission Clean Water ([www.missioncleanwater.org](http://www.missioncleanwater.org)) and believe it to be a great fit for our company. They are a 501c3 nonprofit organization with the mission of providing clean drinking water and sanitation to underserved communities. They help 8,000+ community members and 4 schools gain access to clean water in Uganda through the creation of clean water wells and they are embarking on an action plan to help urban New Jersey communities in 2022.

I provided some information below for you to get acquainted with Mission Clean Water’s initiatives and projects. I would love to share more information or provide contact information for Mission Clean Water’s founder and current Executive Director’s for more in-depth information.

Sincerely,

**[Insert Name]**