



Northern California Minority Supplier Development Council  
[www.ncmsdc.org](http://www.ncmsdc.org) ♦ P. 510.686.2555 ♦ [expo@ncmsdc.org](mailto:expo@ncmsdc.org)

## **Matchmaking Request Example Email**

**From:** [YOUR EMAIL ]

**Sent:** [All matchmaking requests due by 5:00pm on Tuesday, July 21]

**To:** [matchmaking@ncmsdc.org](mailto:matchmaking@ncmsdc.org)

**Subject:** Matchmaking Request

### **Body of Email**

Choice 1: 3C *or* Buyer 3, Commodity C

Choice 2: 5A *or* Buyer 5, Commodity A

Choice 3: 8H *or* Buyer 8, Commodity H

Name: John Smith

Title: Vice President

Company: XYZ Corporation

Email: [jsmith@xyz.com](mailto:jsmith@xyz.com)

Phone Number: 510.123.4567

Industry Category: #4 Energy