

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Financial Institution/Investor Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Business Financing

I hope this letter finds you in good health and spirits. I am writing to formally request financing for [briefly state the purpose, e.g., expanding our business, launching a new product, etc.] at [Your Company Name].

[Provide a brief overview of your company, including what it does, how long it has been in operation, and any notable achievements or milestones.]

To support our growth initiative, we are seeking a financing amount of [specific amount] to achieve the following goals:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

We believe that with the right financial support, we can achieve [mention expected results, such as increased revenue, market expansion, etc.].

Attached to this letter, you will find our detailed business plan, financial projections, and any additional documentation required for your review.

I would appreciate the opportunity to discuss this financing request in further detail. Please let me know a convenient time for us to meet or speak. Thank you for considering our request.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]