

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for [briefly describe your business/project], which aims to [describe the purpose and goals of the business/project].

Our business, [Your Business Name], was established in [year], and has since [briefly describe achievements or milestones]. We are seeking [specific amount] to [explain what the funding will be used for]. This funding will help us to [list benefits or impacts of the funding].

To support our request, I have attached a detailed business plan, budget breakdown, and [any other supporting documents].

We believe that [explain why your business is a good investment]. We are committed to making [describe potential returns or community impacts].

Thank you for considering our request. I would appreciate the opportunity to discuss this proposal further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]