

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Business Funding

I hope this letter finds you well. I am writing to formally request funding for my business, [Your Business Name], which specializes in [brief description of your business and services/products].

We are seeking [specific amount] to [explain the purpose of funding, e.g., expand operations, launch a new product, etc.]. This funding will allow us to [briefly explain the expected outcomes and benefits].

To provide you with more details, I have attached a proposal that outlines our business plan, projected financials, and the impact of the funding on our operations.

I would greatly appreciate the opportunity to discuss this request in more detail. Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]  
[Your Business Website, if applicable]