

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

Due to [explain reason for financial assistance need briefly, e.g., economic challenges, unexpected expenses, etc.], we are currently facing financial difficulties that hinder our ability to [explain impact on the business, e.g., meet operational costs, expand services, etc.].

We are seeking assistance in the amount of [specific amount] to help us [explain how the funds will be used]. With your support, we hope to overcome these challenges and continue providing [benefits your business offers] to our community.

I would greatly appreciate the opportunity to discuss this request further. Please feel free to contact me at your earliest convenience.

Thank you for considering our request.

Sincerely,

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