

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] of [Your Business Name], a [brief description of your business, e.g., "a local bakery specializing in artisan breads and pastries"].

We are currently seeking funding to [briefly explain what the funding will be used for, e.g., "expand our operations and upgrade our equipment to meet increasing demand"]. Our business has experienced [mention any successes, growth metrics, or milestones, e.g., "a 30% growth in sales over the past year"], and we are excited about the opportunity to [describe your future goals, e.g., "introduce new products and reach a wider customer base"].

To achieve these goals, we are seeking a funding amount of [specific amount] which will be allocated towards [briefly outline how the funds will be used, e.g., "purchase new baking equipment and marketing initiatives"]. We believe that with your support, we will not only strengthen our business but also contribute positively to our community by [mention any local impact or benefits, e.g., "creating additional jobs and providing high-quality products to our customers"].

Enclosed are detailed plans and financial projections for [Your Business Name]. I would appreciate the opportunity to discuss this funding request further and explore how we can work together.

Thank you for considering our request. I look forward to hearing from you soon.

Sincerely,

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