

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

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

Dear [Recipient Name],

I am writing to formally request financial aid for my business, [Your Business Name], which is located at [Business Address].

[Paragraph 1: Brief introduction to your business and its current situation. Explain the reason for the financial aid request.]

[Paragraph 2: Provide details about the specific financial assistance needed, including the amount and how it will be used to support your business operations.]

[Paragraph 3: Highlight the potential impact of the financial aid on your business growth and ability to create jobs or serve the community.]

[Closing paragraph: Thank the recipient for considering your request and express your willingness to provide any additional information needed.]

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]