

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Business Name]

[Recipient Business Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FVPS Assistance

I hope this letter finds you well. I am writing to seek your assistance regarding the **Financial Viability and Performance Support (FVPS)** program for our small business, **[Your Business Name]**.

We have faced some challenges due to **[briefly explain the challenges, e.g., market conditions, economic downturn, etc.]**, and we believe that the FVPS program can provide us with the necessary resources and support to enhance our business operations.

Our business specializes in **[briefly describe your business and what you do]**. Over the years, we have worked diligently to build a strong customer base and contribute positively to our community. However, the recent challenges have prompted us to seek assistance in order to sustain and grow our business.

We are particularly interested in **[mention specific resources or support you are seeking, e.g., financial assistance, training programs, mentorship, etc.]**. We believe that with the right support, we can improve our financial performance and continue contributing to the local economy.

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

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]