

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

Dear [Recipient's Name],

I am writing to formally express the significant loss of income my business, [Your Business Name], has experienced due to the recent shutdown resulting from [specific reason for the shutdown, e.g., pandemic, natural disaster, etc.].

Since the shutdown began on [date of shutdown], our operations have been severely restricted, leading to a substantial decline in revenue. Our financial projections for this period indicated an expected income of [amount], but due to the unforeseen circumstances, we have incurred losses exceeding [amount].

We have made efforts to mitigate the impact by [mention any measures taken, e.g., cost-cutting, remote services], but the ongoing limitations have hindered our ability to sustain our business and support our employees.

This situation not only affects my business but also the livelihoods of our employees and our contributions to the local economy. I kindly request your support during this challenging time in the form of [specific request, e.g., financial aid, relief programs, etc.].

Thank you for your attention to this matter. I look forward to discussing possible solutions with you at your earliest convenience.

Sincerely,

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