

[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Grant Provider's Name]  
[Grant Provider's Organization]  
[Provider's Address]  
[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to express my interest in applying for the [specific grant name] offered by [grant provider's organization]. As the [your position] at [your business name], I am committed to [briefly describe your business's mission and how it aligns with the grant's purpose].

Our business, established in [year of establishment], specializes in [brief description of your products/services]. We have been able to [mention any accomplishments, community impact, or growth your business has achieved]. However, we are currently facing challenges such as [describe any key challenges or barriers your business is encountering that the grant could help address].

With the support from the [grant name], we plan to [outline how you will use the grant funds, specifying the project or initiative]. This initiative will [describe the expected outcomes and benefits to your business and the community].

Enclosed with this letter are the necessary documents, including our business plan and financial statements, which provide further detail on our operations and goals.

Thank you for considering our grant application. I look forward to the opportunity to discuss how we can work together to [positive outcome associated with the grant].

Sincerely,

[Your Name]  
[Your Position]  
[Your Business Name]