

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a [Type of Business] located in [Location]. We have been operating since [Year] and have [briefly describe your business and its mission].

Due to [briefly explain the reason for seeking financial assistance, e.g., economic setbacks, natural disasters, increased operational costs], we are facing financial challenges that are limiting our ability to [explain the impact on your business, e.g., maintain operations, pay employees, invest in necessary resources].

We are seeking financial assistance of [specify amount] to [describe how you plan to use the funds, e.g., cover operational costs, pay staff, invest in marketing]. This support would significantly impact our ability to [explain the potential benefits of the assistance, e.g., continue serving our community, sustain jobs, grow the business].

I appreciate your consideration of our request and would be grateful for any support or guidance you can provide. I am happy to provide any additional information or documentation to assist in the evaluation of our application.

Thank you for your time and support. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Business Name]