

# Funding Request Letter

Date: [Insert Date]

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

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for [Your Company Name] in pursuit of [briefly explain the purpose of funding, e.g., expansion, product development, etc.]. We have demonstrated strong potential in [your market/industry] and believe that with the right investment, we can [describe expected outcomes].

Our company has achieved [mention any significant achievements or metrics, like revenue growth, market share, etc.]. We are seeking [specific amount] in funding to [explain how the funds will be used, e.g., hire key personnel, expand operations, invest in technology].

We would be happy to discuss this opportunity with you further and provide any additional information you may require. Thank you for considering our request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]