

Capital Assistance Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request capital assistance to support [Your Business Name], a local business that has been serving the community for [number of years] years. We specialize in [brief description of your business/services].

Due to [explain the reason for the request, e.g., economic downturn, expansion plans, specific projects], we are seeking financial assistance to [briefly explain how the funds will be utilized, e.g., purchase new equipment, hire staff, expand operations].

We believe that with the assistance, we can not only sustain our operations but also create [mention any community benefits, such as jobs, services]. We are committed to contributing to [mention local community or economy] and are confident that this partnership will yield positive results.

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

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]