

# Inquiry for Small Business Financial Grants

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small business focused on [brief description of your business]. We are seeking financial assistance to [explain the purpose, e.g., expand operations, purchase equipment, etc.].

I am writing to inquire about any available financial grants for small businesses through your organization. Specifically, I am interested in understanding the application process and the criteria for eligibility. Additionally, I would appreciate any information on deadlines and the types of assistance available.

Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Title/Position]