

Request for Financial Assistance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Funding Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request financial assistance for my small business, [Your Business Name], which has been operating since [Year Established]. Due to [briefly describe the circumstances leading to the need for assistance], I find myself in need of support to continue providing [describe services/products].

Our mission is to [describe your business mission], and we have positively impacted our community by [mention any contributions or achievements]. However, the recent challenges have hindered our ability to operate effectively.

I am seeking [state the amount and type of assistance required] to ensure we can [describe intended use of funds, e.g., maintain operations, pay employees, invest in necessary resources]. I believe that with this support, we can swiftly recover and continue to make a positive impact.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]