

Request for Government Subsidy for Small Business Support

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]
[Government Department Name]
[Government Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request consideration for a government subsidy to support my business, [Your Business Name], as we navigate the challenges posed by [specific challenges or circumstances]. As a small business operating in [industry], we have been significantly impacted by [reason for the request].

Our business has been serving the community for [number of years] and employs [number of employees]. The support provided through this subsidy would enable us to [explain how the subsidy will help].

Attached to this letter, you will find documentation outlining our financial situation, including [mention documents such as profit and loss statements, business plan, etc.]. We appreciate your consideration of our request and look forward to the possibility of your support.

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]