

Debt Service Subsidy Application

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the Debt Service Subsidy as outlined in [specific terms of the program or regulation]. I am the owner of [Your Business Name], and we are facing challenges in meeting our debt obligations due to [provide a brief explanation of the circumstances leading to the debt].

Our current financial situation has been affected by [details of financial hardship], and we are seeking assistance to ensure the sustainability of our operations and to retain our workforce.

We believe that the Debt Service Subsidy will greatly assist us by [briefly explain how the subsidy will help the business, e.g., stabilizing cash flow, allowing for continued employment, etc.]. We have attached the required documentation to support our application, including [list of attached documents].

Thank you for considering our application. We are committed to overcoming our current challenges and appreciate any support you could provide. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

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