

Funding Request for [Your Business Name]

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for my small business, [Your Business Name], which specializes in [brief description of your business]. We are currently seeking a funding amount of [specific amount] to help us [briefly explain the purpose of the funding, e.g., expand operations, launch a new product, etc.].

Since our inception in [year], we have achieved [mention any significant milestones or achievements]. With the support of [Funding Source], we believe we can further enhance our growth and contribute positively to our community.

We would greatly appreciate the opportunity to discuss this funding request further. Thank you for considering our proposal, and I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]