

Advocacy Letter for Small Business Funding Approval

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Business Name], a small business located in [Location]. We have been serving the community for [Number of Years] and have contributed to the local economy by [briefly mention contributions, e.g., job creation, community involvement].

As we navigate these challenging times, we are seeking funding assistance to help us [state specific need or project, e.g., expand operations, invest in new technology]. This funding would not only help sustain our business but also enable us to contribute further to the local economy.

We have seen a significant demand for our products/services, and with your support, we can [mention outcome of approval, e.g., create more jobs, increase capacity, support local suppliers]. The funding opportunity is crucial for our continued growth and stability.

I kindly urge you to consider our request favorably. We believe that with your support, we can demonstrate the positive impact small businesses have on communities like ours.

Thank you for considering our request. I would be grateful for the opportunity to discuss this matter further and explore how we can align our goals for mutual benefit.

Sincerely,

[Your Name]

[Your Title]

[Business Name]

[Phone Number]

[Email Address]