

Affirmation Letter for Small Business Capital Request

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to affirm my request for capital support for [Your Business Name], a small business dedicated to [Brief Description of Your Business]. We are seeking funding to [Briefly Explain Purpose of Funding].

We have demonstrated a solid business model and a commitment to [Your Target Market/Community]. With your support, we intend to [Explain How the Funding Will Help, e.g., expand operations, enhance services, etc.].

This funding will not only assist in growing our business but will also contribute positively to our community by [Describe Community Impact].

I appreciate your consideration of this request and hope to discuss it further at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]