

Funding Request for [Your Business Name]

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for my small retail business, [Your Business Name], which specializes in [brief description of your products/services]. We have been in operation since [start date] and have experienced [brief description of growth or success].

To continue our growth and improve our offerings, we are seeking a funding amount of [specific amount]. This funding will be allocated towards [details of how funds will be used, e.g., inventory, marketing, expansion].

Enclosed are our business plan and financial statements for your review. I am confident that with your support, we can achieve our goals and contribute positively to the local economy.

Thank you for considering our request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]