

# Inquiry for Small Business Retail Grants

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Title]

[Grant Agency/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small retail business located in [Location]. I am reaching out to inquire about potential grant opportunities available for small retail businesses, specifically those that support [mention any specific aspect, like startup costs, expansion, or community initiatives].

As a dedicated member of our local community, I aim to [briefly describe your business mission or goals]. I believe that [Your Business Name] could greatly benefit from [specific type of support you are seeking].

Could you please provide information about any upcoming grants, eligibility criteria, and the application process? I appreciate your assistance and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Business Name]