

Retail Assistance Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about potential assistance programs available for small retail businesses like ours. As we navigate the challenges of [specific challenges, e.g., economic downturn, supply chain issues], we are seeking support that could help us sustain and grow our operations.

We are particularly interested in information regarding [specific types of assistance, e.g., financial grants, training resources, marketing support]. Any guidance or resources you can provide would be greatly appreciated.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]