

Facility Renovation Financing Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Organization]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request financial assistance for the renovation of our facility located at [Facility Address]. Our organization, [Your Organization Name], aims to enhance our services and improve the overall environment for our community through this renovation project.

The proposed renovations include [Briefly describe the renovations, e.g., upgrading the HVAC system, repainting, renovating restrooms]. We estimate the total cost for this renovation to be approximately [Total Cost].

We are seeking a financing option of [Amount Requested] to cover the costs associated with the project. We believe that these improvements will greatly benefit our organization and the community we serve.

Enclosed are detailed project plans, budget estimates, and our organization's financial statements for your review.

Thank you for considering our request. I look forward to discussing this opportunity with you.

Sincerely,

[Your Name]

[Your Title]