

# Request for Funding for Business Growth

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

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding to support the growth of [Your Company Name]. Over the past [duration], we have experienced significant progress in [briefly describe current business status or achievements]. Our aim is to expand our operations, which will require additional financial resources.

With an investment of [specific amount], we plan to [outline your growth plan, e.g., launch a new product, enter a new market, enhance technology, etc.]. This initiative is expected to yield [mention expected results, e.g., increased revenue, market share, etc.].

We believe this funding will significantly contribute to our long-term success, and we would welcome the opportunity to discuss this in further detail. Please let me know a convenient time for you, or feel free to reach me at [your phone number] or [your email].

Thank you for considering our request. We look forward to the possibility of working together to achieve our business objectives.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]