

Request for Small Business Grant Financing

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Granting Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request financial support for [Your Business Name], a small business dedicated to [brief description of your business and mission]. We are seeking a grant of [specific amount] to [briefly explain what the funds will be used for].

As a [type of business], we have faced [briefly discuss challenges or opportunities relevant to the request], and the support from your organization would greatly enhance our ability to [goal or impact of grant].

Enclosed with this letter, you will find our business plan, financial statements, and any other required documents for your review. We are committed to making a positive impact in our community and believe that with your assistance, we can achieve our goals.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Business Name]