

Inquiry for Small Business Development Grant

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization 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 business dedicated to [brief description of your business and its mission]. We are interested in applying for a Small Business Development Grant to support our upcoming project that aims to [briefly outline the purpose of the project].

We believe that this grant could significantly help us [state how the grant will benefit your business and community]. We would appreciate it if you could provide us with more information regarding the application process, eligibility requirements, and any upcoming deadlines.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Business Name]