

Proposal for Financial Aid

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request financial aid for [Your Business Name], a small business dedicated to [briefly describe your business and its mission]. We have faced significant challenges due to [mention any relevant circumstances, e.g., economic downturn, natural disasters, etc.], which have impacted our operations and ability to sustain our workforce.

We are seeking [insert amount] to support [specific purposes for the financial aid, e.g., operational costs, employee salaries, inventory purchase, etc.]. With this support, we aim to [explain how the funding will help your business and potentially benefit the community or economy].

Enclosed are the following documents for your review:

- Business Plan
- Financial Statements
- Budget Proposal

- Tax Returns

We believe that with your assistance, [Your Business Name] can overcome these difficulties and continue contributing positively to our community. We appreciate your consideration of our proposal and hope to discuss this matter further.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]