

Request for Community Business Grant

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Grant Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding from the [Grant Organization Name] for our community-centered business, [Your Business Name]. Our business aims to [briefly describe business purpose and goals].

We are seeking a grant of [specific amount] to help us [describe how the funds will be used]. This funding will allow us to [detail the positive impact on the community or project].

[Insert any relevant information about your business's background, previous successes, and community involvement].

We believe that with the support of [Grant Organization Name], we can significantly contribute to [describe specific benefits to the community or outcome].

Thank you for considering our request. We would be grateful for the opportunity to discuss our proposal further and answer any questions you may have.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]