

Request for Small Business Grant Assistance

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Grant Provider's Name]

[Grant Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to respectfully request financial assistance through your small business grant program. My business, [Your Business Name], is a [describe business type, e.g., retail, service, etc.] located in [City/Area]. We have been operational since [Year] and are dedicated to [brief description of your mission].

Due to [explain reasons for request, e.g., economic challenges, expansion plans], I am seeking funding to [specific purposes, e.g., purchase equipment, hire staff, expand services]. This assistance will help sustain our operations and continue contributing to the local economy.

I have attached a detailed business plan and budget to provide further insight into our current situation and future goals. I appreciate your consideration of my request and would be grateful for any assistance you can provide.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]