

Letter of Submission for Small Business Funding Opportunity

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Funding Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the [Name of Funding Opportunity] as a funding opportunity for my small business, [Your Business Name]. We are committed to [Brief Description of Business Goals and Objectives].

Enclosed with this letter, you will find our completed application, business plan, and supporting documents detailing our operations and financial projections.

We believe that with the support of [Funding Organization's Name], we can [Describe How the Funding Will Help]. Thank you for considering our submission. We look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Contact Information]