

# Budget Outline for Small Business Grant Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## To Whom It May Concern,

We are writing to request funding support for our small business, [Your Business Name], through the [Name of Grant Program]. Below is an outline of our proposed budget for the project:

### Budget Breakdown

Item	Description	Cost
Personnel	Salaries for additional staff	[\$Amount]
Equipment	Purchase of new machinery	[\$Amount]
Marketing	Promotional materials and advertising	[\$Amount]
Operational Expenses	Monthly utilities and rent	[\$Amount]
Other	[Specify any other relevant expenses]	[\$Amount]

**Total Requested Grant Amount: \$[Total Amount]**

Thank you for considering our request. We are committed to making a significant impact in our community and look forward to the possibility of partnering with [Grant Provider Name].

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]