

# Business Plan Summary

Date: [Insert Date]

To: [Grant Provider's Name]

From: [Your Name/Your Company Name]

Subject: Business Plan Summary for [Grant Name] Application

## Introduction

[Your Company Name] is seeking funding from [Grant Provider's Name] to support [briefly state the purpose of the grant application, e.g., launching a new product, expanding operations, etc.]. Our mission is to [state your mission statement].

## Business Overview

[Your Company Name] operates in [industry/sector] and has been in business since [year established]. Our primary products/services include [list key products/services].

## Market Opportunity

The target market for our offerings includes [describe your target market]. Current trends indicate [briefly describe market trends]. This presents a significant opportunity for growth in our sector.

## Funding Request

We are requesting [specific amount of funding] to [briefly describe how the funds will be used]. This investment will allow us to [state anticipated outcomes/results].

## Conclusion

We believe that with the support of [Grant Provider's Name], we can achieve [outline key objectives]. We appreciate your consideration of our application and look forward to the possibility of working together to drive success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]  
[Your Contact Information]