

Business Grant Request

Date: [Insert Date]

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

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

Dear [Grant Provider's Name],

I am writing to formally request funding in the amount of [insert amount] for [brief description of the project or purpose]. Our company, [Your Company Name], is dedicated to [brief statement about your business and its mission].

The funding will be utilized for [specific details on how the funds will be used]. We believe that this project will [explain the anticipated impact or benefits].

Attached to this letter are our business plan and additional documents that provide more insight into our operations and the project in question. We are confident that with your support, we can [state how the grant will assist with achieving your goals].

Thank you for considering our request. I look forward to the possibility of working together to make a positive impact. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]