Date:

To

[The Recipient]  
[Official Name]

Dear Mr. David,

I am writing this letter to make a request to you for providing the capital for my project of clothes stitching business.

I am a professionally trained tailor and have always wanted to start a small unit but lacked a proper team of skilled tailors. Now, I have brought a group of tailors together as a team and want to start my own business. I have a stitching experience of over 10 years and have built my clientage during my career. However, I do not have sufficient funds for the venture. The total investment required is $[X], and I have been able to arrange $[Y], which makes my current requirement be $[Z]. I am attaching the detailed business plan with this letter as well, so to provide you my business idea. I will be serving in the ABC locality and would be providing door-to-door service, at reasonable rates.

As our government is supporting small businesses, I want to request you to consider my case as well. I am attaching all the relevant documentation with this letter. Kindly, accept my request, and release the capital for my business. I want to opt for the five-year repayment plan and will make equal payments, with the 5% interest, every year to return the funds.

Looking forward to your positive response. Thank you.

Regards,

Mathew Smith.