Sample

On Business Letterhead:

(Business Name) would greatly appreciate consideration of approval of our application for assistance from the Rooks County CDBG Revolving Loan fund, to be used for working capital expenses. Our business is feeling unprecedented pressures from the economic and health impacts of COVID-19.

I certify and attest that without financial assistance during this time, our company will be forced to shut down due to the negative effects of COVID-19.

Signed,

(Business Owner)