Funding request executive summary

Summarize a business funding request using the recipient's actual requirements. Replace every bracketed prompt with your own verified content. Delete these instructions and any unused headings before sharing.

Prepared for: [Reader or organization]
Prepared by: [Name and role] Date: [Date]
Source plan or report: [Title, version and date]

Request and intended use

[State the amount, currency, type of funding requested and timing. Explain the specific uses of the funds and distinguish the total project cost from this request.]

Business and operating record

[Describe the business, customers, operating history and responsible team. Summarize relevant verified progress without implying guaranteed future performance.]

Current financial position

[Give relevant actual figures for a named period and currency. Refer to the supporting statements. Identify existing commitments that materially affect this request.]

Forecast and repayment discussion

[Summarize the cash-flow forecast and key assumptions. For borrowing, explain the proposed source of repayment. Identify uncertainty or a downside scenario.]

Supporting information

[List the records supplied or requested by the recipient, with document dates. Discuss security, guarantees or other terms only when applicable and confirmed.]

Decision and contact

[State the next action requested, the target date and the person who can answer questions. Do not describe pending terms as agreed.]

This is a writing aid, not a loan application, approval promise or financial advice. Follow the lender's or funding provider's requirements.