

(Business Name)
(Address/City/State/Zip)
(Phone Number)
(Email Address)

(January 1, 2000)

(VR counselor's name)
Vocational Rehabilitation Services
(Address)
(City/State/zip)

Re: Request for Services and Support

Dear Mr./Ms. (Name)

I have been working with my support team to put together the final elements of my business plan. This letter serves as the executive summary and the full plan is attached. Please review this proposal to receive Vocational Rehabilitation (VR) services and supports, and forward any questions to me at the telephone number or email address above. I look forward to discussing the plan with you.

(Business Name) is a (business structure) under the IRS code and the rules of (state)'s secretary of state. (Business Name) will provide (description of services here). These services will be marketed to (target customers here). Marketing activities to reach out to customers will include (list marketing activities here). (Business name)'s niche is that (describe niche here). This business matches the strengths and naturally accommodates my limitations. (person's name who reviewed business plan) has reviewed my plan and considers it highly feasible. He/She can be reached at (phone number, email, address).

The business feasibility study involved (describe info gathered in feasibility study—who was contacted, what was researched). The feasibility study found (summarize outcome of feasibility study).

Currently, there is no other (type of business) like mine in town. The businesses that are similar (describe business' approach to dealing with competition).

I have developed a strong support system to provide me support in reaching my goal. (persons a) will provide me (description of support). (persons b) will provide me (description of support). And (persons c) will provide me (description of support).

I am also pursuing additional financial support. I will be submitting to Social Security a Plan for Achieving Self Support (PASS) for (\$xxxxxxx) to provide financial assistance for my business over the next (xx) months. These funds will be used to pay for (list general items requested of PASS). While my business is getting started, I will be holding my profits in a business bank account, allowed under the Social Security Act as Property

Essential For Self Support (PESS), to gradually replace the support of PASS in paying for my business expenses. My expected business income of (\$xxxxxx) over the next (xx) months/years will cover (list general items).

I request your consideration for financial assistance with the following items for my business:

Item	Description	Why needed	Amount
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Total Request:

Thank you again for your ongoing support and advice. The business is ready to go, and with your agency's support, I know that it will be a success.

Sincerely,

(name)

Owner, (business name)