

[Date]

[Recipient Name]

[Recipient Title/Organization]

[Address]

[City, State, Zip Code]

Subject: Request for Equestrian Facility Relocation Assistance

Dear [Recipient Name],

I am writing to formally request assistance regarding the relocation of our equestrian facility, [Facility Name], currently located at [Current Address]. Due to [Reason for relocation, e.g., lease expiration, land development, or expansion needs], we must transition our operations to a new location by [Date].

Our facility currently provides [Number] stalls and serves [Number] riders and horses within the community. We offer essential services including [List services, e.g., boarding, therapeutic riding, or youth programs]. The loss of this space without a viable alternative would significantly impact the local equestrian community and the welfare of the animals in our care.

We are seeking assistance in the following areas:

- Identification of suitable land or existing agricultural facilities for lease or purchase.
- Guidance on zoning requirements and land-use permits for equine operations.
- Information regarding grants, low-interest loans, or relocation subsidies.
- Logistical support for the safe transport of livestock and heavy equipment.

We are committed to maintaining a high standard of equine care and community service. We would appreciate the opportunity to meet with you to discuss potential solutions and any available resources that could facilitate this transition.

Thank you for your time and consideration of this urgent matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]