

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

[Introduction: Briefly introduce yourself and your company. Explain the purpose of the letter.]

[Business Description: Outline the mission, vision, and core values of your startup. Include a brief description of products or services offered.]

[Market Analysis: Summarize your target market, industry trends, and competitive landscape.]

[Business Model: Explain how your business will make money. Outline sales strategy and revenue streams.]

[Funding Request: If applicable, detail the funding needed, how it will be used, and potential returns for investors.]

[Conclusion: Reiterate your excitement about the business and invite the recipient to discuss further. Thank them for their consideration.]

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]