

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

****Subject: Business Plan Submission - [Your Business Name]****

****1. Executive Summary****

Provide a brief overview of your business, including its mission, vision, and goals.

****2. Company Description****

Detail the nature of your business, the industry in which you operate, and your business structure.

****3. Market Analysis****

Discuss your target market, industry trends, and competitive analysis.

****4. Organization and Management****

Outline your business's organizational structure and key team members.

****5. Products or Services****

Describe the products or services you offer and their unique selling points.

****6. Marketing Strategy****

Elaborate on how you plan to attract and retain customers.

****7. Funding Request****

If applicable, specify the amount of funding you are seeking and the purpose of the funds.

****8. Financial Projections****

Provide projected income statements, cash flow statements, and balance sheets for the next three to five years.

****9. Appendix****

Include any additional documents or charts that support your business plan.

Thank you for considering my business plan. I look forward to your feedback and hope for an opportunity to discuss this further.

Sincerely,

[Your Name]
[Your Title]
[Company Name]