

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

[Investor's Name]
[Investor's Position]
[Investor's Company Name]
[Investor's Company Address]
[City, State, Zip Code]

Dear [Investor's Name],

I hope this letter finds you well. I am writing to present an investment opportunity in [Your Company Name], a [brief description of your company, e.g., technology startup specializing in]. We seek to raise [amount] in venture capital funding to [briefly state the purpose, e.g., scale operations, launch a new product].

Our business model has already demonstrated traction, including [mention key achievements, metrics, or partnerships]. We believe your expertise in [mention relevant area, e.g., tech investments] will be invaluable as we grow.

I would appreciate the opportunity to discuss this further at your convenience. Please let me know if you'd be available for a meeting.

Thank you for considering this opportunity.

Sincerely,

[Your Name]
[Your Position]