

[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]
[Investment Firm's Name]
[Investment Firm's Address]
[City, State, Zip Code]

Dear [Investor's Name],

I hope this letter finds you well. I am [Your Name], the [Your Position] of [Your Company Name], a [brief description of your company and its mission]. We are currently seeking funding to [mention the purpose of funding, e.g., scale operations, develop a new product, enter a new market, etc.].

To date, we have achieved [mention any significant milestones or accomplishments]. Our team has been working tirelessly to [describe ongoing projects or initiatives]. We believe that with the right investment, we can [explain how the funding will help the company grow or succeed].

We are seeking [specific amount] in funding in exchange for [equity percentage or other terms, if applicable]. The funds will be allocated to [briefly outline how you will use the funds]. Our financial projections indicate that with this investment, we can [describe expected outcomes or growth].

I would love the opportunity to discuss this further and explore how we can work together. Please let me know if you're available for a meeting or call at your convenience. Thank you for considering our request, and I look forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Website, if applicable]