

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[VC's Name]  
[VC's Title]  
[VC Firm Name]  
[VC Firm Address]  
[City, State, Zip Code]

Dear [VC's Name],

I hope this letter finds you well. I am writing to formally request funding for [Your Company Name], a [brief description of your company and its mission]. We are seeking an investment of [specific amount] to [briefly explain how the funds will be used, e.g., scale operations, expand product lines, etc.].

[Provide a brief overview of your business, including any significant milestones, market opportunity, and why this is the right time for investment.]

We believe that your expertise in [specific industry or investment focus of the VC] complements our vision, and we would be honored to have you as a partner in our journey.

We would appreciate the opportunity to discuss this proposal further and explore potential collaboration. Please let us know a convenient time for you to meet.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

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