

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

Dear [VC Firm Contact Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company], where we are [briefly describe what your company does].

We are currently seeking funding to [explain purpose, e.g., scale our operations, launch a new product, etc.], and I believe that [VC Firm Name] would be an ideal partner for us given your expertise in [mention relevant sector or industry].

I would love the opportunity to tell you more about our vision and discuss how we can potentially work together. Are you available for a brief call or meeting in the coming weeks?

Thank you for considering this opportunity. I look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]