

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

Dear [VC Contact Person's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] of [Your Company], a [brief description of your company and its mission]. We have developed [brief description of your product/service] that [explain the problem it solves and the target market].

We are currently seeking to raise [amount] in equity funding to [explain what the funds will be used for, e.g., product development, market expansion, operational costs]. Given your firm's focus on [relevant industry/sector], we believe that [VC Firm Name] would be an ideal partner to support our growth.

Our company has achieved [mention any key milestones, traction, users, revenue, partnerships], demonstrating our potential for success in the market. With your investment, we aim to [explain your vision and how the funding will contribute to achieving it].

I would appreciate the opportunity to discuss this further and explore ways we can work together to bring [Your Company] to the next phase of its growth. I am available for a meeting at your convenience.

Thank you for considering our proposal. I look forward to your response.

Best regards,

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