

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

Dear [VC Name],

I hope this message finds you well. I am writing to introduce you to [Your Company Name], a [brief description of your company's mission and industry]. We are currently seeking funding to [state the purpose of funding, e.g., expand our product line, enter new markets, etc.]. Our company has achieved [briefly describe significant milestones or achievements, e.g., product development, market traction, partnerships]. With your expertise and support, we believe we can [state a compelling reason why the VC should invest, e.g., capture a growing market, innovate the sector, etc.].

We are seeking [specific amount] to [detail what the funding will be used for, e.g., scaling operations, hiring key personnel, marketing efforts]. In return, we are offering [outline terms; e.g., equity stake, convertible notes, etc.].

I would appreciate the opportunity to discuss how a partnership can be mutually beneficial. Please let me know a convenient time for you to meet, or I would be happy to provide any additional information you may require.

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

Warm regards,

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