

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for [specify the project or initiative], which aims to [brief description of purpose and goals]. Our project aligns with [mention how it aligns with venture capital interests or goals].

We are seeking [specific amount of funding] to cover [briefly outline what the funds will be used for, e.g., research, development, marketing, etc.]. We believe this investment will yield significant returns through [discuss potential benefits and impact of the project].

Enclosed, you will find our detailed proposal, including our business plan, projected financials, and information about our team. We are confident that our innovative approach will not only drive financial success but also contribute positively to [mention any broader impact, if applicable].

We would appreciate the opportunity to discuss this proposal further and explore potential partnership opportunities. Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Website or LinkedIn profile, if applicable]