

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

Dear [VC'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 what it does]. We are currently at an exciting stage in our growth and are seeking funding to [state purpose of funding, e.g., expand operations, develop a new product, etc.].

We have achieved [mention any milestones, traction, or achievements], and our market research indicates a significant opportunity in the [specific market or industry]. With your expertise and support, we believe we can [state what you aim to accomplish with their help].

We are seeking an investment of [amount of funding] in exchange for [equity percentage or terms]. This funding will allow us to [explain how the funds will be used, e.g., hire key personnel, launch a marketing campaign, etc.].

We would love the opportunity to discuss this further with you and explore how we can work together. Please let us know if you would be available for a meeting in the coming weeks.

Thank you for considering our proposal. We look forward to the possibility of partnering with you.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Website URL]