

# Funding Request for [Your Company Name]

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

[Venture Capital Partner's Name]  
[Venture Capital Firm's Name]  
[Firm's Address]  
[City, State, Zip Code]

Dear [Venture Capital Partner's Name],

I am writing to formally request funding for [Your Company Name], a [brief description of your company and industry]. We are seeking [amount of funding] to [briefly explain the purpose of funding, e.g., expand operations, develop a product, etc.].

Our mission at [Your Company Name] is to [state your mission]. Since our founding in [year], we have [mention any key achievements or milestones]. Our unique approach to [describe your product/service] positions us well in the market, and we believe that with your support, we can achieve [mention projected outcomes].

Enclosed with this letter, I have attached our business plan, financial projections, and additional supporting documents that outline our growth strategy and market potential.

I would greatly appreciate the opportunity to discuss this funding proposal with you at your earliest convenience. Thank you for considering our request, and I look forward to the possibility of working together.

Sincerely,

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