

# Term Sheet Drafting Assistance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are excited to assist you in drafting a term sheet for your upcoming investment round. A well-structured term sheet is crucial for establishing a mutual understanding between all parties involved and setting the foundation for a successful agreement.

## Scope of Assistance

- Drafting the term sheet based on the preliminary discussions.
- Review and recommendations on key terms, including valuation, equity dilution, and governance.
- Ensuring compliance with legal standards and industry practices.

## Timeline

We anticipate that the initial draft will be ready by [Insert Date]. Following your feedback, we will provide a revised version within [Insert Number] business days.

## Next Steps

Please confirm your acceptance of this proposal by [Insert Deadline]. Once confirmed, we can schedule a kick-off meeting to discuss any specific requirements you may have.

Thank you for considering our services. We look forward to collaborating with you and contributing to the success of [Recipient's Company].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]