

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to share our mission at [Your Company Name], a startup dedicated to [briefly describe your mission]. Our goal is to [explain your key objectives and what you hope to achieve].

As we seek to expand our impact, we are requesting [specific request, e.g., funding, partnership, collaboration]. With your support, we believe we can [explain how their involvement would help and what outcomes you envision].

We would be thrilled to discuss this further and explore how we can work together to [mention the shared vision or goals]. Please let us know a convenient time for you or feel free to reach out directly at [your phone number].

Thank you for considering our request. We look forward to the possibility of aligning our missions for greater impact.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]