XYZ

555 Any Drive  
ABC Group

Dear Mr. James

I am writing to you with a new business idea I have been developing over the past few years. After much planning and research, the time has finally come to bring it to market.

I have attached a detailed fact sheet with all the relevant information you will need.

I am looking for an investment from you for about $500,000. This number is negotiable, but I think that amount would allow us to get started on the right foot.

If you have any questions or concerns, ask me feel free at our first meeting

All the best,