[NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[RECIPIENT’S TITLE, ORGANISATION]

[ADDRESS]

[City, State, ZIP Code]

**Subject: Request for Introduction to Potential Investors**

Dear [Recipient’s Name],

I hope this message finds you well. I am reaching out to seek your guidance and assistance in connecting with potential investors who may be interested in [COMPANY NAME], a startup focused on [*brief description of your company’s mission or product, e.g., “helping SMBs understand their contracts”*].

We are currently raising [AMOUNT OF FUNDING] in our [pre-seed/seed/Series A] funding round to support [*specific goals, e.g., “product development, customer acquisition, and scaling operations”*]. Given your extensive network and expertise, I believe you might know individuals or firms who align with our mission and investment profile.

**Highlights of [COMPANY NAME]**:

* **Founded**: [Year]
* **Product/Service**: [*Brief description of your product or service.*]
* **Traction**: [*Mention key achievements, e.g., “secured 50 paying customers,” “achieved $500K in ARR,” “closed partnerships with X and Y companies.”*]
* **Market Opportunity**: [*Briefly describe the market potential, e.g., “targeting a $X billion industry with a growing demand for innovative solutions.”*]

If you know of anyone who might be a good fit, I would deeply appreciate an introduction. I am happy to share our pitch deck or provide any additional information to support the outreach.

Thank you in advance for considering this request. Please let me know if you’d like to discuss further or require more details. You can reach me at [Email Address/Phone Number] at your convenience.

Your support means a great deal as we work to grow [COMPANY NAME], and I am grateful for your help.

Yours sincerely,

[NAME]

[TITLE/POSITION]