

Follow-up Offer Letter

Capital Investment

Date: [Insert Date]

To:

[Investor Name]
[Investor Address]
[City, State, Zip Code]

Dear [Investor Name],

We appreciate your interest in partnering with [Your Company Name] and taking the time to discuss your potential capital investment. As a follow-up to our recent conversation, we are pleased to formally present this offer letter outlining the proposed terms for your investment in [Your Company Name].

Investment Amount: [Insert Investment Amount]

Equity Offered: [Insert Percentage]%

Use of Funds: [Briefly describe how the capital will be utilized]

Valuation: [Insert Company Valuation]

Expected Close Date: [Insert Date]

If you are agreeable to the above terms, please confirm your intention by replying to this letter or signing an attached agreement. Upon your acceptance, we will provide the necessary documents for your review and proceed with the next steps.

Should you have any questions or wish to discuss any aspect of this offer, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

Important Notes:

- Ensure all terms and figures are clearly and accurately stated.
- This letter is not a legally binding agreement unless specified; a formal agreement should follow.
- The use of funds and valuation details should be backed by supporting documents if requested.
- Always review offers with legal and financial advisors before sending.
- Include a deadline or expected close date to maintain momentum.