

# ABC Enterprises Ltd.

123, Business Avenue  
Downtown City, ZIP 12345  
Phone: (123) 456-7890  
Email: contact@abcenterprises.com

June 10, 2024

To,  
Mr. John Doe  
Managing Director  
XYZ Capital Partners  
456, Finance Street  
Metro City, ZIP 54321

## **Subject: Formal Business Offer Letter for Capital Investment**

Dear Mr. Doe,

We are pleased to extend a formal offer to XYZ Capital Partners for capital investment in ABC Enterprises Ltd. After our recent discussions and review of your interest in supporting our expansion plans, we believe this collaboration holds significant mutual benefit.

We are seeking an equity investment of **USD 2,000,000** to support the scaling of our manufacturing operations and development of new product lines. In return, we are prepared to offer a **15% equity stake** in the company, along with voting rights and a seat on the Board of Directors.

Upon acceptance, our team will provide all necessary documentation, including audited financial statements and a detailed investment agreement for your review. We kindly request a response to this offer by **June 30, 2024**, to ensure timely implementation.

We believe your investment and partnership will bring significant value to our growth strategy, and we look forward to a prosperous association.

Thank you for considering this proposal.  
Yours sincerely,

[Signature]  
Ms. Jane Smith  
Chief Executive Officer  
ABC Enterprises Ltd.

### **Important Notes:**

- This document is typically non-binding until formal agreements are signed.
- Clearly specify the terms, amount, and equity offered.
- Ensure all parties review and understand the legal and financial implications of the proposal.
- Include a deadline for response to keep the process timely.
- Retain copies for future reference and compliance purposes.

