

# Short-form Offer Letter: Capital Investment

Date: **[Insert Date]**

To: **[Recipient Name]**

[Recipient Address]

## Subject: Capital Investment Offer

Dear [Recipient Name],

We are pleased to offer you an investment opportunity in [Company Name], subject to the terms and conditions outlined below.

### Key Terms

- **Investor:** [Investor Name]
- **Company:** [Company Name]
- **Investment Amount:** [Amount in USD]
- **Type of Security:** [Equity/Convertible Note/Other]
- **Valuation (if applicable):** [Pre-money/Post-money valuation]
- **Closing Date:** [Expected Closing Date]
- **Use of Proceeds:** [General Corporate Purposes/Expansion/etc.]

### Conditions

1. Satisfactory completion of due diligence by the Investor.
2. Agreement on and execution of definitive investment documents.
3. Any required approvals from the Company's board and/or regulatory bodies.

If you are agreeable to the above terms, please sign and return a copy of this letter to indicate your acceptance. We look forward to working together towards a successful investment.

Sincerely,

[Investor Name]

[Investor Title, if applicable]

Accepted and Agreed by:

\_\_\_\_\_  
[Recipient Name]

Date: \_\_\_\_\_

### Important Notes

- This offer letter is a non-binding summary and subject to execution of definitive agreements.
- Terms listed may change during negotiations or following due diligence.
- Parties should seek independent legal and financial advice before signing.
- Confidentiality is expected regarding the content and terms herein.