

June 18, 2024

Ms. Emma Richardson
Investment Manager
ABC Capital Partners
123 Finance Avenue
Cityville, ST 12345

Subject: Request for Funding for XYZ Business Expansion Project

Dear Ms. Richardson,

I am writing to formally request funding support from ABC Capital Partners for the upcoming expansion of XYZ Solutions, Inc. Our company has experienced significant growth over the past five years and is now poised to expand our market presence through the development of a new product line and increased distribution capacity.

The proposed project requires an investment of \$2 million, which will be utilized for product development, hiring key personnel, and marketing initiatives. We have attached a comprehensive business plan outlining our objectives, projected financials, and detailed use of funds.

We believe this partnership presents a mutually beneficial opportunity. With our strong track record and commitment to innovation, your funding will accelerate our growth strategy and generate substantial returns for both parties.

Thank you for considering our request. I am available to discuss this proposal further and provide any additional information needed. Please let me know a convenient time for us to meet.

Sincerely,

John D. Smith
Chief Executive Officer
XYZ Solutions, Inc.
john.smith@xyzsolutions.com
(555) 123-4567

Important Notes:

- Always tailor the letter to the recipient and organization.
- Attach supporting documents, such as the business plan and financial statements.
- Keep the tone professional and concise.
- Clearly specify funding needs and intended use of funds.
- Proofread for clarity and accuracy before sending.