# Cover Letter

*(Your name)*

*(Your company’s name)*

*(Your company’s address)*

*(Your company’s city, state, and zip code)*

*(Your company’s phone number)*

*(Your e-mail address)*

*(Contact name)*

*(Position, if known)*

*(Lending organization’s name)*

*(Lending organization’s address)*

*(Lending organization’s city, state, and zip code)*

Dear Mr. or Ms. *(Choose one.)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(Mention your relationship or establish how you heard about the lending organization; here are three possible starters.)*

As we discussed in our recent phone conversation *(or meeting)* . . .

I was referred to you by \_\_\_\_\_\_\_\_\_\_\_\_\_.

I read about you and your company in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I’m submitting our business plan for *(your company’s name)* in hopes of securing funding of $\_\_\_\_\_\_\_\_\_\_ from your \_\_\_\_\_\_\_\_\_ *(bank**or other type of institution)* to provide for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(State your case here in the form of your elevator speech or abbreviated version of your executive summary.)*

Thank you for your time and consideration in reviewing our business plan. I would be happy to hear any feedback and answer any questions that you might have concerning *(your company’s name)*.

Sincerely,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Your signature)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Your printed name)*