

**TO**

**Date :** [Date]

**[Name]**

[Job Title]

[Company Name]

**A :** [Street Address], [City], [State], [Zip Code]

**E :** [Email]

**P :** [Phone]

I am grateful for having this opportunity to send you Dream Studio’s business plan as enclosed in herein letter.

Dream Studio is a company recently formed. It has successfully acquired gross sales beyond the expected quota since its date of inception and with the business contracts it has currently signed, it is expected to profit of at least $500,000 by the end of the year.

Due to its consistent successes, the company aims to expand its business resulting to its plans of increasing production by at least 30% and to make such plans possible, the company seeks financing in the amount of $100,000. I know that the amount is quite large for a recently formed company but I can assure you that the risk is low considering that there is a huge demand for our products/services in the market these days. Furthermore, to keep you secured for such an investment we will execute a collateral agreement in your favor, as well as, provide the different audited and reviewed financial statements.

Thank you once again for this opportunity and I look forward to hearing from you soon. If you have questions or clarifications regarding the enclosed business plan or with the other enclosures, please do not hesitate to contact me and I will address it accordingly.

**GEORGE BOGARD**

Manager

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