

Business Plan Cover Letter Sample

Name of Applicant

Address of Applicant
City, State, Zip Code

DATE

Name of Investor or lending officer at a Lending Institution

Name of Bank or Lending Institution

Address of Bank etc.
City, State, Zip Code

Dear Mr/Ms. Name of lender or investor

I am submitting my business plan to you in the hope of receiving a start-up loan for \$50,000. I learned about your history of funding recycling centers, and my proposal takes the business to the next level. We will be a source for other businesses who want to use recycled products or use waste material to recycle into their own products. According to our research, consumers are looking for businesses that use environmentally friendly products.

I have \$10,000 inheritance from my grandfather that I plan to invest in the business. As stated in the plan, we aim to make \$5,000 profit the first year and reinvest in the business to widen our clientele. We will be the first company in the city to offer this service, so we hope to be well established before competing companies enter the industry.

My brother, Name of Brother, and I are working together to make this business a success. We have worked for the last five years in Name of Company, where they manufacture plastic sheeting for construction companies from recycled plastic.

As stated in the plan, I will collect the waste material and my brother will manage the accounts. We plan to employ office help and waste collection help. We have contacted several recycling centers in the city who agree to sell us their recyclable waste. We have found a warehouse available to rent when we go forward with the business.

Thank you for your time and consideration in this matter. I hope you will review my business plan. If you have any questions or would like to discuss the plan, I can be reached at 555-555-1234 or at Name@email.com. I would be happy to meet you at any time that is convenient for you.

Sincerely,

Signature of Applicant

Name of Applicant [Printed]

Business Plan Enclosed