

---

# Cover Letter for Business Plan Example

[Your Name]  
[Your Designation]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Their Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Enclosed is a comprehensive business plan for [Your Business Name/Proposal]. This plan outlines our strategic approach to [business objective] and the anticipated ROI. I believe this proposition aligns with [Recipient's interest or sector].

I am eager to discuss its potential and gather your insights.

Warm regards,

[Your Name]