

Example: Cover Letter

Macrolink Action Plans Inc.
Box 101, Prince George, BC V2L 4R9

January 3, 2009

Dear Mr. Scrooge:

Attached is a copy of a business plan for Macrolink Action Plans Inc. The document has been prepared to prove the business case for a home-based micro-business in Prince George, BC. The business will provide practical and affordable business planning solutions for entrepreneurs who wish to develop their own business plans. The financial projections cover a three-year period beginning in September 2009.

For the past 15 years I have been coaching entrepreneurs to develop their own business plans. Over the last 10 years I have served as a member of the Community Futures Development Corporation Finance and Lending Committee, which provides loans to new and existing businesses in the Prince George area. My background in community economic development and small and micro-business lending qualifies me to operate the business described herein.

The Macrolink Business Plan is a confidential document provided as a part of my application to obtain a loan from your organization. I encourage you to share it with any professionals you consider vital to the decision making process. Once you have finished with it, I ask that you please return the business plan to me, using the enclosed self-addressed, stamped envelope.

Thank you for taking the time to review my business plan.

I look forward to hearing from you soon.

Sincerely

Dan Boudreau
President and CEO