

# Executive Summary Required Elements

Keep it short and concise

Tell your story

Describe your future goals

1. Name and Address of Company
2. Name and Title of Decision Maker
3. Phone number and Email Address of Decision Maker
4. Website of company if they have one
5. Amount of Funds they are looking for as well as financial projections
6. Let us know if decision maker or someone on their staff is a veteran
7. Years in business, if not a Startup?
8. Public or Private company
9. Summary to be No more than 6 pages

10. Include financial ask as well as financial projections

A good overview of how to create an effective summary can be found here:  
<https://rigorousthemes.com/blog/best-executive-summary-examples/>