**How to Write a Great Investor Update Email**

This content is inspired by [Hampus Jakobsson](https://hajak.se/%40hajak?source=post_page-----bff4973b9b88----------------------)’s [article published on Medium](https://hajak.se/how-to-write-good-investor-update-emails-bff4973b9b88).

Please feel free to copy & paste the below template to get started on writing your first Investor Update.

*\_\_\_\_\_\_\_\_\_\_*

*Hello investors, mentors, friends, and well-wishers,*

*I’d like to take the opportunity to share our monthly company update with you.*

**What we do**

*Company Name – One line to describe company*

**Summary**

*2-3 sentence overview*

**Highlights**

* Xx
* Xx
* xx

**Lowlights**

* Xx
* Xx
* xx

**Metrics**

|  |  |  |
| --- | --- | --- |
|  | Metric | Notes |
| Cash on Hand |  |  |
| Burn Rate |  |  |
| Runway |  |  |
| High Level Sales Metrics |  |  |
| High level traction metrics |  |  |

**Product**

* *High level product updates*
* *Xx*

**Team**

* *New hires, fires, or recruiting efforts*
* *Xx*
* *xx*

**Other**

* xx
* xx
* xx

**Help**

**Kudos**

* xx
* xx