

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL] | [CITY, STATE]

[Date]

[Managing Director/Partner Name]
[Private Equity Firm Name]
[Firm Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Surname],

I am writing to formally express my interest in the Chief Executive Officer position for [Portfolio Company Name], as managed by [Private Equity Firm Name]. With a proven track record of driving EBITDA growth, executing complex operational turnarounds, and orchestrating successful exits within the [Industry] sector, I am confident in my ability to maximize shareholder value for your investment.

Throughout my career, I have specialized in aligning management teams with investor mandates. At [Previous Company], I led a strategic transformation that resulted in a [X%] increase in enterprise value over a [Number]-year hold period. My approach focuses on [mention 2-3 core competencies: e.g., buy-and-build strategies, cost optimization, or top-line revenue acceleration], ensuring that every operational decision is viewed through the lens of the eventual exit strategy.

I am particularly drawn to [Private Equity Firm Name]'s investment thesis regarding [Portfolio Company Name]. I possess the direct experience in [specific niche/market challenge] required to navigate the current macro environment and achieve the targeted internal rate of return (IRR). My leadership style is characterized by high-velocity execution and a disciplined focus on the Value Creation Plan (VCP).

I welcome the opportunity to discuss how my expertise in [Key Skill] and [Key Skill] can contribute to the success of your portfolio. Thank you for your time and consideration.

Sincerely,

[Full Name]