

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS]

[LINKEDIN PROFILE] | [CITY, STATE]

[Date]

[Hiring Authority Name]

[Title]

[Investment Bank/Firm Name]

[Street Address]

RE: [TARGET POSITION TITLE] - [REFERENCE CODE]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Position Name] role at [Firm Name], bringing over [Number] years of experience in [Specialization, e.g., M&A, Leveraged Finance, or ECM]. Throughout my career, I have specialized in architecting complex financial solutions and driving multi-billion dollar transactions that align with long-term institutional growth and shareholder value.

At [Current/Previous Firm], I led the [Department/Team Name] in executing [Brief Description of Key Achievement, e.g., a cross-border merger or a landmark IPO]. My strategic oversight resulted in [Quantifiable Result, e.g., 25% increase in deal flow or \$X billion in closed volume]. I possess a deep understanding of [Specific Sector, e.g., Fintech or TMT] market dynamics and have consistently maintained a high-tier client network of C-suite executives and private equity sponsors.

My approach to investment banking combines rigorous quantitative analysis with a sophisticated understanding of regulatory landscapes and risk mitigation. I am particularly drawn to [Firm Name]'s recent initiatives in [Mention a Specific Firm Deal or Strategy], and I am confident that my expertise in [Key Skill 1] and [Key Skill 2] will contribute significantly to your firm's market positioning.

I welcome the opportunity to discuss how my leadership and transaction history can support [Firm Name]'s strategic objectives. Thank you for your time and consideration.

Sincerely,

[Full Name]