

[Your Full Name]
[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Partner Name]
[Managing Director / Title]
[Firm Name]
[Firm Address]

RE: Principal Application - [Firm Name]

Dear [Mr./Ms. Last Name],

I. Introduction & Investment Thesis Alignment

[Opening statement expressing interest in the Principal role. Reference the firm's specific investment strategy, sector focus, or a recent notable transaction. State your current role and total years of private equity/M&A experience.]

II. Deal Execution & Track Record

[Highlight specific deal experience. Quantify your involvement in sourcing, structuring, and closing mid-market or growth equity transactions. Mention MOIC/IRR achievements or successful exits you led or significantly contributed to.]

III. Portfolio Management & Value Creation

[Detail your experience at the board level. Describe specific operational interventions, bolt-on acquisition strategies, or financial engineering used to drive EBITDA growth within portfolio companies.]

IV. Leadership & Sourcing Capabilities

[Describe your proprietary sourcing network and ability to mentor junior investment professionals. Emphasize your cultural fit for a boutique environment where autonomy and entrepreneurial initiative are required.]

V. Closing

[Reiterate value proposition. Express desire for a formal interview to discuss how your background aligns with the firm's current fund lifecycle. Professional sign-off.]

Sincerely,

[Your Signature]
[Your Printed Name]