

[FULL NAME]

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

[Date]

[Managing Director Name]

[Hiring Committee / Executive Search Lead]

[Private Equity Firm Name]

[Firm Address]

RE: Principal Appointment - [Investment Strategy/Sector Focus]

Dear [Name/Hiring Committee],

[Introduction: State your current leadership role and your specific interest in this firm. Reference the firm's recent fund size, specific portfolio exit, or investment thesis that aligns with your expertise.]

[Deal Execution & Track Record: Highlight your history of sourcing and executing proprietary deals. Quantify your involvement in the investment lifecycle, mentioning specific AUM managed, IRR achieved, or MOIC benchmarks met in previous roles.]

[Portfolio Value Creation: Detail your board-level experience. Explain how you have partnered with management teams to drive operational improvements, add-on acquisitions, or digital transformations that led to successful exits.]

[Leadership & Fundraising: Mention your experience in mentoring Vice Presidents/Associates and your contributions to LP relations or capital raising efforts.]

[Closing: Reiterate your alignment with the firm's culture and investment philosophy. Express desire for a formal discussion.]

Sincerely,

[Full Name]