

[FULL NAME]  
[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]  
[CITY, COUNTRY]

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[Date]

[Hiring Partner Name]  
[Title]  
[Firm Name]  
[Office Address / City]

Re: Application for Principal Position - [Target Fund/Sector Focus]

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

I am writing to express my interest in the Principal position at [Firm Name]. With over [Number] years of experience in private equity and investment banking across [Geography A] and [Geography B], I have developed a track record of identifying high-growth opportunities, executing complex cross-border transactions, and driving significant value creation within portfolio companies.

Currently, as a [Current Title] at [Current Firm], I lead deal teams through the full investment lifecycle. My experience aligns with [Firm Name]'s investment thesis in [Specific Industry/Asset Class]. Notably, I recently led the [Brief Description of a Major Deal/Exit], which resulted in a [Percentage]% IRR and [Multiple]x MOIC. This role has honed my ability to manage sophisticated stakeholder relationships and navigate the regulatory landscapes of international markets.

What attracts me to [Firm Name] is your recent focus on [Specific Firm Strategy, e.g., mid-market buyouts in EMEA or ESG-integrated tech]. I am confident that my network in [Specific Region] and my technical expertise in [Specific Skill, e.g., distressed debt or growth equity] will allow me to contribute immediately to your deployment of [Name of Fund, if applicable].

I welcome the opportunity to discuss how my background in institutional investing and global portfolio management can support [Firm Name]'s continued success. Thank you for your time and consideration.

Sincerely,

[Full Name]