

[Your Full Name]
[Current Title / Investment Firm]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Recipient Name]
[Managing Director / Recruiting Partner]
[Private Equity Firm Name]
[Firm Address]

Dear [Mr./Ms. Last Name],

I am writing to express my strong interest in the Principal position at [Firm Name], as advertised through [Source/Referral]. Having closely followed [Firm Name]'s recent acquisitions in the [Target Industry] sector-particularly the [Specific Deal Name] transaction-I am impressed by your firm's rigorous approach to [Specific Strategy, e.g., operational value creation or complex carve-outs]. With [Number] years of experience in middle-market leveraged buyouts and a track record of managing the full deal lifecycle, I am confident in my ability to drive immediate value for your investment committee.

In my current role as [Current Title] at [Current Firm], I have led execution teams across [Number] closed transactions representing over \$[Amount] in enterprise value. My core expertise lies in identifying proprietary deal flow, architecting sophisticated capital structures, and partnering with management teams to execute post-acquisition 100-day plans. A notable highlight of my tenure includes [Briefly Describe a Key Deal], where I spearheaded the [Specific Action, e.g., debt syndication or operational turnaround] that resulted in a [X.x]x MOIC and [X]% IRR upon exit.

Beyond technical execution, I possess the leadership experience required to mentor associates and vice presidents while serving as a primary board-level representative for portfolio companies. I am particularly drawn to [Firm Name]'s reputation for [Mention a specific firm value, e.g., sector specialization or contrarian investing], and I am eager to leverage my network in [Specific Geography/Industry] to expand your pipeline.

I look forward to the possibility of discussing how my background in [Specific Skillset] aligns with [Firm Name]'s investment mandate. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]