

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

[Date]

[Hiring Partner Name]
[Title]
[Private Equity Firm Name]
[Firm Address]

RE: PRINCIPAL APPLICATION - [FUND NAME/STRATEGY]

Dear [Mr./Ms. Last Name],

[Introduction: Mention specific interest in the firm's investment thesis and track record. State years of experience in private equity and direct relevance to their current AUM or sector focus.]

[Investment Acumen: Highlight experience in deal sourcing, structuring, and execution. Briefly mention total transaction value overseen and specific sector expertise.]

[Asset Management & Value Creation: Detail specific methodologies for portfolio company oversight. Mention experience with board seats, operational turnarounds, EBITDA expansion strategies, and management team optimization. Quantify IRR or MOIC achievements where applicable.]

[Fundraising & Exit Strategy: Describe involvement in LP relations, capital raising, or navigating complex exit environments (IPO, Strategic Sale, Secondary). Emphasize the ability to institutionalize processes within the portfolio.]

[Closing: Reiterate alignment with the firm's culture and investment philosophy. Express desire for a formal discussion regarding the current portfolio and future dry powder deployment.]

Sincerely,

[Full Name]