

[FULL NAME]
[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]
[CITY, STATE, ZIP CODE]

[Date]

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

RE: Principal Application - [Target Sector/Fund Strategy]

Dear [Partner Last Name],

I am writing to express my interest in the Principal position at [Firm Name]. With [Number] years of private equity experience and a track record of leading end-to-end deal execution, I have closely followed [Firm Name]'s recent investments in [Specific Sector] and admire your [specific investment philosophy, e.g., operationally-focused / mid-market] approach.

In my current role at [Current Firm], I serve as the deal lead for [Sector] investments, where I oversee the entire investment lifecycle. Notably, I led the [Deal Name] transaction, a \$[Amount]M acquisition that required [specific complexity, e.g., complex carve-out / cross-border structuring]. Since closing, I have sat on the board and worked alongside management to implement [Specific Value Creation Initiative], resulting in a [Percentage]% increase in EBITDA over [Number] months.

My expertise aligns with the Principal role at [Firm Name] in three key areas:

- **Deal Origination:** Maintaining a proprietary network of intermediaries and founders that has yielded [Number] actionable LOIs in the past year.
- **Execution Leadership:** Managing multi-disciplinary diligence teams and structuring complex capital stacks to optimize returns and mitigate downside risk.
- **Portfolio Stewardship:** Driving exit readiness and navigating high-stakes operational pivots within portfolio companies to maximize MOIC and IRR.

I am eager to bring my sector expertise and deal-making experience to [Firm Name] to help drive superior returns for your LPs. I welcome the opportunity to discuss how my background in [Specific Niche] can contribute to your team's upcoming deployment targets.

Thank you for your time and consideration.

Sincerely,

[Full Name]