

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

[Date]

[Hiring Partner/Managing Director Name]
[Firm Name]
[Firm Address]
[City, State, Zip Code]

RE: PRINCIPAL APPLICATION - [SPECIFIC FUND/SECTOR FOCUS]

Dear [Name],

I am writing to express my strong interest in the Principal position at [Firm Name]. With [Number] years of experience in private equity and investment banking, specifically focusing on [Industry Sector], I have developed a proven track record of sourcing high-conviction proprietary deals, executing complex transactions, and driving significant alpha through active portfolio management.

Throughout my tenure at [Current/Previous Firm], I have led deal teams in the deployment of \$[Amount] million in equity capital. My experience encompasses the full investment lifecycle, including:

- **Deal Sourcing & Execution:** Originating [Number] platform investments and overseeing comprehensive due diligence, financial modeling, and legal structuring.
- **Value Creation:** Serving as a Board Observer/Director for [Number] portfolio companies, collaborating with management teams to implement [Specific Initiative, e.g., ERP integration, add-on acquisitions, or margin expansion].
- **Exit Strategy:** Successfully navigating [Number] exits via [IPO/Trade Sale], achieving an aggregate MOIC of [X.x] and an IRR of [X]%.

[Firm Name]'s reputation for [mention a specific firm attribute, e.g., operational turnaround focus or mid-market niche] aligns perfectly with my investment philosophy. I am particularly impressed by your recent investment in [Specific Portfolio Company] and believe my background in [Specific Sub-sector] would allow me to contribute immediately to your investment committee's objectives.

I welcome the opportunity to discuss how my network and execution capabilities can support [Firm Name]'s growth and the performance of [Specific Fund Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Full Name]