

[YOUR NAME]

[PHONE NUMBER] • [EMAIL ADDRESS] • [LINKEDIN PROFILE] • [CITY, STATE]

[Date]

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

Dear [Recipient Name],

I am writing to express my strong interest in the Principal position at [Firm Name]. With [Number] years of experience across technology investment banking and private equity, specifically focused on [Sub-sectors, e.g., Enterprise SaaS, Fintech, or Infrastructure Software], I have developed a robust track record of sourcing proprietary deals, leading complex executions, and driving value creation within portfolio companies.

Currently, as a [Current Title] at [Current Firm], I have been instrumental in [mention a major achievement, e.g., deploying \$X million in capital or leading the exit of Company X]. My investment philosophy aligns closely with [Firm Name]'s focus on [mention firm-specific strategy, e.g., late-stage growth or operational turnarounds]. I possess a deep understanding of the tech ecosystem, maintaining a strong network of founders, corporate development officers, and intermediaries that facilitates high-quality deal flow.

Beyond transaction execution, I pride myself on my ability to partner with management teams to scale operations. At [Current Firm], I served as a board observer for [Company Name], where I worked directly with the CEO to [mention specific action, e.g., restructure the go-to-market strategy or integrate a strategic bolt-on acquisition], resulting in a [X%] increase in ARR over [X] months.

I am impressed by [Firm Name]'s recent investment in [Specific Portfolio Company] and your reputation for [specific firm strength]. I am confident that my technical proficiency, sector expertise, and leadership style would make me a valuable addition to your investment committee. I look forward to the opportunity to discuss how my background can contribute to the continued success of [Firm Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]