

[FULL NAME]

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

Regarding the [Position Title] opening at [Company Name], I am writing to offer my [Number] years of leadership in commercial real estate development. With a proven track record of managing end-to-end development lifecycles for [Type of Assets: e.g., Class-A Office, Mixed-Use, Industrial] portfolios exceeding \$[Amount] in value, I am prepared to drive high-yield growth for your firm.

Throughout my career, I have specialized in navigating complex entitlement processes, securing project financing, and spearheading cross-functional teams to deliver projects on time and under budget. At [Current/Previous Company], I successfully:

- [Key Achievement: e.g., Spearheaded a \$150M multi-phase development from site acquisition through stabilization].
- [Key Achievement: e.g., Optimized capital structures resulting in a X% increase in IRR].
- [Key Achievement: e.g., Navigated regulatory hurdles to secure zoning approvals for X square feet of GLA].

[Company Name]'s reputation for [Specific Company Project or Value] aligns with my strategic approach to sustainable urban development and value creation. I bring a deep network of institutional investors, architects, and contractors, ensuring that every project benefits from top-tier partnerships and rigorous risk mitigation.

I look forward to discussing how my experience in [Specific Skill: e.g., Asset Positioning or Capital Markets] can contribute to the continued expansion of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]