

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

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[Date]

[Hiring Manager Name]  
[Title, e.g., Chief Development Officer]  
[Company Name]  
[Company Address]

Re: [Position Title, e.g., Vice President of Development]

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

[Opening Paragraph: State the position you are applying for and provide a high-level summary of your executive experience in the multifamily sector. Mention your total years of experience and your track record in managing large-scale residential portfolios or specific asset classes like luxury high-rise, garden-style, or affordable housing.]

[Second Paragraph: Detail your expertise in the full development lifecycle. Highlight specific achievements in site acquisition, feasibility analysis, entitlement processes, and capital stack structuring. Use metrics where possible, such as total units delivered, AUM managed, or Internal Rate of Return (IRR) achieved for investors.]

[Third Paragraph: Discuss your leadership philosophy and stakeholder management. Explain your experience leading cross-functional teams of architects, engineers, and general contractors. Mention your ability to navigate complex municipal approvals, zoning boards, and community relations.]

[Fourth Paragraph: Connect your professional values to the company's current pipeline or mission. Express your enthusiasm for specific projects they have recently announced or their strategic market positioning.]

[Closing Paragraph: Reiterate your value proposition. State your availability for a formal interview and thank the reader for their time and consideration.]

Sincerely,

**[Your Name]**