

[YOUR FULL NAME]

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

[Date]

[Hiring Manager Name]

[Title]

[Luxury Real Estate Firm Name]

[Firm Address]

**RE: [JOB TITLE / PROPERTY REFERENCE]**

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

Regarding the [Job Title] position at [Company Name], I am writing to express my interest in managing your esteemed portfolio of high-end assets. With an extensive background in the management of ultra-luxury residential properties and a commitment to white-glove service standards, I am prepared to uphold the prestige associated with your brand.

In my previous capacity at [Previous Firm/Property], I successfully oversaw the operations of [Number] premium units, ensuring peak physical condition and maximum ROI. My expertise lies in high-net-worth tenant relations, meticulous vendor management, and the execution of sophisticated capital improvement projects. I understand that luxury management requires not just technical oversight, but an intuitive grasp of discretion, privacy, and lifestyle excellence.

I have consistently delivered results in optimizing operational budgets while enhancing the resident experience through personalized concierge-level management. I am eager to bring this same level of dedication and strategic oversight to the [Specific Property or Portfolio Name] team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience aligns with the exceptional standards of [Company Name].

Sincerely,

[Your Signature/Name]