

**[YOUR FULL NAME]**  
[STREET ADDRESS] | [CITY, STATE, ZIP]  
[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]

[Date]

[Hiring Manager Name]  
[Title, e.g., Head of Lateral Recruiting]  
[Investment Bank Name]  
[Industry Group, if applicable]  
[Office Address]

Dear Mr./Ms. [Last Name],

I am writing to express my interest in the [Analyst / Lateral Analyst] position at [Investment Bank Name] within the [Specific Group, e.g., Consumer & Retail] team. Having followed [Investment Bank Name]'s recent involvement in [mention a specific recent mid-market deal or news], I am impressed by the firm's commitment to providing high-touch advisory services to middle-market clients.

Currently, I am [Current Role / Student Status] at [Current Company / University]. During my time at [Previous Internship/Firm], I developed a robust foundation in financial modeling, valuation techniques, and the preparation of confidential information memoranda (CIMs). I have assisted in the execution of [Number] transactions, where I was responsible for [specific task, e.g., performing DCF and comparable company analyses]. My experience in the middle market has taught me the importance of navigating the unique complexities of founder-led businesses and private equity-backed exits.

I am particularly drawn to [Investment Bank Name] because of its lean deal team structure and reputation for [specific firm strength, e.g., cross-border M&A expertise]. I am confident that my technical proficiency, combined with my ability to manage multiple workstreams under tight deadlines, will allow me to contribute immediately to your team's success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of [Investment Bank Name].

Sincerely,

[Your Signature]  
[Your Printed Name]