

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

[Managing Director Name]
[Private Equity Firm Name]
[Address]

Dear [Managing Director Name],

I am writing to you regarding [Private Equity Firm Name]'s portfolio within the [Specific Industry/Sector] sector, specifically concerning upcoming leadership transitions or value-creation initiatives.

As a seasoned [Job Title, e.g., CEO/CFO/COO] with a track record of driving [Specific Result, e.g., EBITDA growth/operational turnaround/exit readiness], I have closely followed your acquisition of [Portfolio Company Name or "companies in the X space"]. I am reaching out to discuss how my expertise in [Key Skill 1] and [Key Skill 2] could support your investment thesis during a succession event or a strategic leadership pivot.

My background includes:

- [Achievement 1: e.g., Led a \$XM exit for a PE-backed firm in Y years]
- [Achievement 2: e.g., Implemented cost-saving measures resulting in X% margin improvement]
- [Achievement 3: e.g., Scaled operations across X international markets]

I understand the unique pressures of the private equity lifecycle and the necessity for "day-one" readiness in C-suite leadership. Whether you are seeking a successor for an incoming retirement or a "wartime" executive to accelerate a transformation, I am confident in my ability to deliver the returns your LPs expect.

I have attached my CV for your review and would welcome the opportunity to discuss how I can add value to your current or future portfolio companies.

Sincerely,

[Your Signature]

[Your Printed Name]