

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific position or program] at KKR. With a background in [your field or expertise], I am eager to contribute my skills to your team.

[Paragraph discussing your relevant experience, accomplishments, and how they align with KKR's values or goals.]

I am particularly drawn to KKR because [reason specific to KKR's mission, projects, or culture]. I believe my background in [related experience or skills] would allow me to [how you can add value to KKR].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [specific team or project] at KKR.

Sincerely,

[Your Name]

[LinkedIn Profile or Personal Website (if applicable)]