

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Current Position/Background e.g., recent MBA graduate, experienced investment analyst] with a strong passion for venture capital and a proven track record in [specific skills or experiences relevant to venture capital, e.g., financial analysis, market research, startup evaluation].

I am reaching out to express my interest in potential opportunities within [Company Name]. I have been following your firm's investment strategy and notable portfolio, particularly [mention any specific investment or project], which resonates with my interests in [related industry or technology].

With experience at [Previous Company/Institution] where I [describe relevant experience or achievement, e.g., led due diligence on healthcare startups, identified investment opportunities], I have developed a solid foundation in identifying high-potential ventures and supporting their growth trajectories. My analytical skills, coupled with my ability to forge relationships with entrepreneurs, position me well to contribute to [Company Name].

I would love the opportunity to discuss how my background, skills, and enthusiasm for venture capital can add value to your team. Thank you for considering my application; I look forward to the possibility of connecting.

Best regards,
[Your Name]