

[Your Name]  
[Your Title/Organization]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Private Equity Firm Name]  
[Address]

Re: Investment Opportunity Referral - [Target Company Name]

Dear [Recipient Name],

I am writing to formally refer [Target Company Name] as a potential acquisition or investment opportunity for [Private Equity Firm Name]. Based on your current investment criteria and focus on the [Industry Name] sector, I believe this company represents a strong strategic fit for your portfolio.

Below is a brief overview of the opportunity:

- **Company Name:** [Target Company Name]
- **Location:** [City, State/Country]
- **Primary Industry:** [Specific Industry/Niche]
- **Estimated Annual Revenue:** [Revenue Amount]
- **Estimated EBITDA:** [EBITDA Amount]
- **Key Investment Highlights:** [e.g., Market leadership, proprietary technology, recurring revenue model, or experienced management team]

The company is currently [mention status: e.g., exploring strategic alternatives / seeking a growth partner / looking for an exit]. I have a direct relationship with [Contact Person Name], the [Title] at [Target Company Name], and can facilitate a warm introduction should you wish to review more detailed information.

I have attached a brief [Teaser/One-Pager] for your preliminary review. Please let me know if this opportunity aligns with your current mandate and how you would like to proceed.

Best regards,

[Your Signature]

[Your Printed Name]