

[Your Name]
[Your Phone Number]
[Your Email]
[Your Current City, State]
[Link to LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Law Firm or Company Name]
[Target City, State]

Re: Corporate M&A Associate Position

Dear [Hiring Manager Name],

I am writing to express my interest in the Corporate M&A Associate position at [Law Firm/Company Name]. Currently practicing as an associate in the M&A group at [Current Firm Name] in [Current City], I am planning a permanent relocation to [Target City] in [Month/Year] and am eager to contribute my experience in complex transactional matters to your team.

During my [Number] years of practice, I have represented private and public companies, private equity sponsors, and strategic investors across a variety of industries. My experience includes drafting and negotiating primary transaction documents, managing multi-jurisdictional due diligence processes, and coordinating closings for both buy-side and sell-side mandates. I have a proven track record of managing the moving parts of middle-market and large-cap deals while maintaining high standards of client service.

My decision to relocate to [Target City] is motivated by [Brief Reason: e.g., family ties / long-term career goals in the region]. I am already in the process of [Brief Status: e.g., sitting for the local bar exam / seeking admission by motion / securing housing], ensuring a seamless transition and immediate availability to support your firm's corporate practice.

I have followed [Law Firm/Company Name]'s recent work on [Specific Deal or Industry Focus] and admire the firm's reputation for [Specific Quality, e.g., pragmatic deal-making]. I am confident that my technical skills and dedication to transactional excellence will make me a valuable asset to your office.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your M&A team.

Sincerely,

[Your Name]