

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

[Date]

[Recipient Name]
[Recipient Title]
[Firm Name]
[Firm Address]

Re: Inquiry Regarding Distressed M&A Associate Opportunities

Dear [Recipient Name],

I am writing to formally express my interest in joining the Distressed Mergers and Acquisitions team at [Firm Name]. With a background in [Investment Banking/Restructuring/Corporate Law] and a specific focus on [Special Situations/In-Court Restructuring/Chapter 11], I have developed the analytical rigor and technical skills necessary to contribute to your firm's complex transactional mandates.

Currently, I am an Associate at [Current Firm], where I specialize in advising [debtors/creditors] through distressed sales, 363 auctions, and out-of-court recapitalizations. My experience includes:

- Building comprehensive three-statement financial models and 13-week cash flow forecasts to assess liquidity under stress.
- Analyzing credit agreements, indentures, and inter-creditor dynamics to identify valuation inflection points.
- Managing due diligence processes for expedited marketing timelines in Section 363 sales.
- Drafting confidential information memoranda and management presentations for distressed assets.

I have long admired [Firm Name]'s reputation for [mention a specific recent deal or the firm's market position]. I am particularly drawn to your firm's ability to navigate high-stakes restructurings and maximize stakeholder recovery in volatile environments.

I have attached my resume for your review. I would welcome the opportunity to discuss how my technical expertise and experience in special situations can support your team's objectives. Thank you for your time and consideration.

Sincerely,

[Your Name]