

[Your Name]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Hiring Manager Name]  
[Firm Name]  
[Firm Address]

Re: Introduction - [Your Name], Restructuring Associate

Dear [Hiring Manager Name],

I am writing to formally introduce myself as a restructuring and insolvency attorney with [Number] years of experience. Having followed [Firm Name]'s reputation for providing high-stakes, specialized counsel in distressed situations, I am eager to discuss how my background in [Chapter 11 proceedings / Out-of-court workouts / Creditor rights] can contribute to your team.

In my current role at [Current Firm], I have represented [debtors/creditors/trustees] in complex restructuring matters. My experience includes:

- Drafting and negotiating [First Day Motions / Disclosure Statements / Plans of Reorganization].
- Managing discovery and motion practice in adversary proceedings.
- Assisting in the valuation and sale of distressed assets under Section 363.
- Advising clients on insolvency risks and fiduciary duties.

I am particularly drawn to your boutique model, as I thrive in lean environments that require associates to take immediate ownership of case files and maintain direct client contact. I am confident that my technical skills and proactive approach to problem-solving will allow me to integrate seamlessly into your ongoing mandates.

Attached is my resume and a representative matters list for your review. I would appreciate the opportunity to speak with you about any current or upcoming needs within your restructuring practice.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]