

[Your Full Name]
[Your Phone Number]
[Your LinkedIn Profile URL]
[City, State]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Subject: Referral from [Mutual Connection Name] Regarding [Position Title]

Dear *[Recipient Last Name]*,

I am writing to you at the suggestion of *[Mutual Connection Name]*, who mentioned that *[Company Name]* is currently seeking leadership for the *[Department/Business Unit]*. Having followed your organization's recent *[Specific Initiative or Market Move]*, I am eager to discuss how my background in *[Core Competency]* can support your strategic objectives.

Throughout my career as a *[Current/Recent Executive Title]*, I have specialized in *[Key Value Proposition]*. Most recently at *[Previous Company]*, I led initiatives that resulted in:

- *[Specific Achievement 1: e.g., % Revenue Growth]*
- *[Specific Achievement 2: e.g., Operational Efficiency Metric]*
- *[Specific Achievement 3: e.g., Culture or Team Transformation]*

My leadership philosophy centers on *[Brief Leadership Style Description]*, and I am confident that my experience navigating *[Industry Challenge]* would be an asset to your executive team.

I have attached my CV for your review and would welcome the opportunity to connect briefly to discuss the vision for this role. I appreciate your time and consideration.

Best regards,

[Your Signature]
[Your Printed Name]