

[Your Full Name]

[Your Current Executive Title]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Company Address]

Dear [Recipient Last Name],

[Opening Paragraph: State the specific executive position you are targeting or your interest in a confidential leadership inquiry. Mention how your industry reputation or a mutual connection led you to reach out.]

[Executive Value Proposition: Summarize your career trajectory, focusing on high-level impact. Highlight specific achievements in revenue growth, digital transformation, organizational restructuring, or market expansion relevant to the industry.]

[Strategic Alignment: Demonstrate your understanding of the company's current market position or challenges. Explain how your specific leadership philosophy and expertise will drive their strategic objectives over the next 3-5 years.]

[Closing: Reiterate interest in a brief conversation to discuss potential synergies. Mention that a comprehensive CV or executive bio is attached for their review.]

Sincerely,

[Your Signature]

[Your Printed Name]