

[YOUR FULL NAME]
[STREET ADDRESS] | [CITY, STATE, ZIP]
[PHONE NUMBER] | [PROFESSIONAL EMAIL]
[LINKEDIN PROFILE URL]

[Date]

[Recipient Name]
[Title, e.g., Chief Executive Officer]
[Company Name]
[Company Address]

Dear [Recipient Name],

Re: [Executive Role Title or Strategic Value Proposition]

[Introduction: Mention the mutual connection or the specific event where you met. Briefly state your current executive capacity and the high-level reason for reaching out regarding the organization's future trajectory.]

[Strategic Alignment: Describe your understanding of the company's current market position or challenges. Explain how your specific leadership philosophy and track record of delivering [X] results align with their long-term vision.]

[Core Competencies: Detail 2-3 significant achievements that demonstrate your ability to scale operations, lead cultural transformation, or drive fiscal growth. Focus on high-level impact rather than daily tasks.]

[The Value Add: Articulate how your transition into this role would provide immediate stability or accelerated innovation for the executive team.]

[Closing: Express interest in a confidential conversation regarding their strategic goals and how you might contribute to the leadership suite.]

Respectfully,

[Your Signature]

[Your Printed Name]