

[Your Full Name]

[Executive Title | e.g., Chief Operations Officer]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[City, State, Zip Code]

Subject: [Strategic Leadership Opportunity / Referral from Name]

Dear [Recipient Name],

[Introduction: State the specific executive networking group or mutual connection that prompted this outreach. Briefly mention your current status and interest in contributing to their organization's strategic goals.]

Executive Value Proposition

[Body Paragraph 1: Highlight high-level achievements, such as P&L responsibility, organizational transformation, or market expansion. Focus on quantifiable outcomes and leadership philosophy.]

Strategic Alignment

[Body Paragraph 2: Address how your specific expertise solves current industry challenges or aligns with the recipient's known corporate trajectory.]

- [Key Achievement / Core Competency]
- [Key Achievement / Core Competency]
- [Key Achievement / Core Competency]

[Closing: Express interest in a confidential discussion regarding future synergies. Mention that your full CV is attached for their review.]

Sincerely,

[Your Full Name]