

[Your Full Name]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Recipient Last Name],

I am writing to you as a fellow professional in the retail industry. Having followed [Company Name]'s recent growth and reputation for [specific company strength, e.g., exceptional customer service/innovative merchandising], I wanted to introduce myself and explore potential opportunities within your management team.

With over [Number] years of experience in retail sales management, I have a proven track record of driving revenue growth and leading high-performing teams. In my previous role at [Current/Previous Company], I successfully:

- Increased annual sales by [Percentage] through [specific strategy].
- Reduced staff turnover by [Percentage] by implementing [leadership initiative].
- Optimized inventory turnover and minimized shrink by [Percentage].

I am particularly interested in how [Company Name] handles [industry specific challenge, e.g., omnichannel integration]. I would appreciate the opportunity to have a brief conversation or a virtual coffee to learn more about your vision for the local market and to discuss how my background in [Area of Expertise, e.g., luxury retail/big-box operations] might align with your future goals.

Thank you for your time and for the work you do in our industry. I look forward to the possibility of connecting.

Best regards,

[Your Name]