

[Your Full Name]

[City, State, Zip] | [Phone Number]
[Email Address] | [LinkedIn Profile URL]

[Date]

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

Dear [Recipient Name],

I am writing to you as a fellow Senior Project Management Professional with a keen interest in *[Company Name]*'s recent initiatives in *[Specific Industry/Market Sector]*. Having followed your leadership in *[Specific Project or Achievement]*, I am reaching out to introduce myself and explore potential synergies between my background in strategic delivery and your team's future objectives.

With over *[Number]* years of experience managing complex, multi-million dollar portfolios, I have specialized in:

- **Strategic Alignment:** Driving high-level business objectives through meticulous PMO governance and cross-functional leadership.
- **Operational Efficiency:** Implementing *[Agile/Waterfall/Hybrid]* methodologies that reduced delivery timelines by *[X]%*.
- **Risk Mitigation:** Navigating large-scale digital transformations and stakeholder management within *[Specific Industry]*.

I am currently exploring new executive-level opportunities where I can leverage my expertise in *[Specific Skill, e.g., Change Management or Global Scaling]* to drive measurable ROI. I am particularly impressed by *[Company Name]*'s commitment to *[Core Value or Recent News]* and would welcome the chance to learn more about your strategic roadmap.

If you have 15 minutes in the coming weeks, I would appreciate the opportunity to discuss industry trends and share insights. I have attached my resume for your reference and look forward to the possibility of connecting.

Best regards,

[Your Full Name]