

[Your Full Name]
[Current Executive Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Recipient Name],

I am writing to you at the suggestion of **[Referral Name]**, who mentioned that **[Company Name]** is currently seeking a **[Target Executive Role]** to lead your **[Specific Department or Initiative]**.

With over [Number] years of experience driving [Specific Metric, e.g., Revenue Growth/Operational Efficiency] within the [Industry] sector, I have closely followed [Company Name]'s recent [Recent Achievement or Market Move]. My background in [Core Competency 1] and [Core Competency 2] aligns with the strategic vision [Referral Name] described regarding your upcoming [Project or Goal].

In my most recent role as [Current/Previous Title] at [Previous Company], I was responsible for:

- [High-level achievement 1: e.g., Scaling EBITDA by X%]
- [High-level achievement 2: e.g., Leading a digital transformation across X regions]
- [High-level achievement 3: e.g., Overseeing a budget of \$XM and a team of X]

I am particularly drawn to this opportunity because of [Specific reason why the company's mission/culture fits your leadership style]. I am confident that my experience navigating [Specific Industry Challenge] would be a significant asset to your executive team.

I have attached my CV for your review and would welcome the opportunity to discuss how my leadership experience can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]