

**[Your Name]**  
[Your Title]  
[Your Phone Number]  
[Your Email]  
[LinkedIn Profile URL]

[Date]

**[Hiring Manager Name]**  
[Title, e.g., Chief Executive Officer]  
[Company Name]  
[Company Address]

Dear [Mr./Ms./Mx. Surname],

I am writing to formally express my interest in the **[Position Title]** role at [Company Name], as recommended to me by **[Referral Name, Title]**. Having followed [Company Name]'s recent initiatives in [Industry Sector/Specific Project], I am impressed by the organization's trajectory and believe my executive leadership experience aligns with your current strategic goals.

Currently, as [Current Title] at [Current Company], I oversee [Scope of Responsibility, e.g., a \$50M P&L or a global team of 200]. My tenure has been defined by driving high-impact results, including:

- [Key Achievement 1: Quantifiable metric or strategic turnaround]
- [Key Achievement 2: Growth, efficiency, or cultural transformation]
- [Key Achievement 3: Relevant expertise tied to the referral's recommendation]

[Referral Name] suggested that my background in [Specific Skill, e.g., Scaling SaaS Operations or M&A Integration] would be particularly valuable as [Company Name] navigates [Specific Company Challenge or Expansion]. I am confident that my vision for [Area of Expertise] will contribute to the long-term value of the firm.

I look forward to the possibility of discussing how my leadership philosophy and proven track record can support [Company Name]'s executive team. Thank you for your time and consideration.

Best regards,

[Your Signature]

[Your Printed Name]