

[Your Full Name]
[Your Professional Title]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager's Name]
[Hiring Manager's Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the Executive Business Development Manager position at [Company Name]. Our mutual colleague, [Referral Name], suggested I reach out to you directly regarding this opportunity given my background in driving high-stakes revenue growth and strategic partnerships.

Currently, as the [Current Job Title] at [Current Company], I oversee [Key Responsibility or Market Segment]. My focus on aggressive market expansion and relationship management has resulted in [Specific Metric or Percentage Achievement]. I am particularly impressed by [Company Name]'s recent [Specific Company Initiative/Achievement], and I am confident that my experience in [Specific Industry Skill] aligns perfectly with your strategic goals for the upcoming fiscal year.

Some of my recent executive highlights include:

- **Strategic Growth:** [Describe a major deal or market entry achieved].
- **Revenue Optimization:** [Describe a process or leadership initiative that increased ROI].
- **Partnership Development:** [Mention a significant stakeholder or alliance managed].

I would welcome the opportunity to discuss how my leadership style and business development philosophy can contribute to the continued success of [Company Name]. Thank you for your time and for the consideration provided by [Referral Name].

Best regards,

[Your Signature (if sending by mail)]
[Your Printed Name]