

[Your Name]
[Current Senior Job Title]
[Current Department]
[Date]

To: [Hiring Manager Name/Search Committee]
[Title of Hiring Manager]
[Company Name]

RE: Application for [Target Executive/Senior Management Position]

Dear [Name],

I am writing to formally express my interest in the [Target Position] role. Having served as [Current Title] for the past [Number] years, I have developed a deep understanding of [Company Name]'s strategic objectives and have consistently delivered [Specific High-Level Result] during my tenure.

Throughout my time in [Current Department], I have successfully led [Project/Initiative Name] which resulted in [Quantifiable Outcome, e.g., 20% revenue growth or \$1M cost savings]. My intimate knowledge of our internal culture, combined with my experience in [Key Leadership Skill, e.g., Cross-functional Stakeholder Management], positions me to transition seamlessly into this expanded leadership capacity and drive immediate impact.

My vision for this role involves [Strategic Goal 1] and [Strategic Goal 2]. I am particularly motivated to leverage our existing [Asset/Department Strength] to overcome [Current Industry Challenge]. My proven track record of mentoring high-performing teams and executing long-term corporate strategy aligns directly with the requirements for this promotion.

I look forward to discussing how my institutional knowledge and strategic leadership can contribute to the continued success of [Company Name] at the executive level.

Sincerely,

[Signature]
[Your Printed Name]