

**[Full Name]**

[Current Executive Title]

[Current Department/Division]

[Email Address] | [Phone Number]

[Date]

[Recipient Name/Board of Directors/Search Committee]

[Company Name]

[Company Address]

**RE: Expression of Interest for [Target C-Suite Position Title]**

Dear [Recipient Name or Title],

Having served as [Current Title] for [Number] years, I am formally submitting my candidacy for the role of [Target C-Suite Position]. My intimate knowledge of [Company Name]'s internal operations, coupled with my track record of [Key Achievement], positions me to lead our organization into its next phase of [Growth/Innovation/Transformation].

During my tenure in [Current Department], I have focused on [Strategic Pillar 1] and [Strategic Pillar 2]. Notably, my leadership in [Specific Project/Initiative] resulted in a [Percentage/Dollar Amount] increase in [Metric], demonstrating my ability to align departmental success with our broader corporate objectives.

In the capacity of [Target C-Suite Position], my immediate priorities would include:

- [Strategic Initiative 1: High-level goal regarding revenue or efficiency]
- [Strategic Initiative 2: High-level goal regarding culture or scale]
- [Strategic Initiative 3: High-level goal regarding market positioning]

I am deeply committed to [Company Name]'s mission and am eager to discuss how my institutional knowledge and vision for [Target Department/Function] will ensure a seamless leadership transition and sustained competitive advantage.

Sincerely,

[Signature]

**[Full Name]**