

[Your Full Name]
[Current Executive Title]
[Current Department/Division]
[Phone Number] | [Corporate Email Address]

[Date]

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

RE: EXPRESSION OF INTEREST FOR [TARGET EXECUTIVE POSITION NAME]

Dear [Recipient Name],

Please accept this formal expression of interest regarding the **[Target Executive Position Name]** role within **[Department/Region]**. Having served as **[Current Title]** for the past **[Number]** years, I have developed a deep institutional knowledge of **[Company Name]**'s operational framework and am eager to transition my leadership to this new strategic capacity.

During my tenure in my current role, I have successfully spearheaded **[Key High-Level Achievement 1]** and **[Key High-Level Achievement 2]**. These initiatives resulted in a **[Percentage/Dollar Amount]** increase in **[Metric]**, aligning directly with our corporate mission of **[Corporate Goal]**. My intimate understanding of our internal culture, combined with my established relationships with the Board and cross-functional stakeholders, positions me to deliver immediate impact without the traditional learning curve of an external hire.

The **[Target Executive Position Name]** requires a leader who can navigate the complexities of **[Specific Internal Challenge]**. I am prepared to leverage my experience in **[Specific Relevant Skill/Domain]** to drive the next phase of growth for **[Company Name]**. I am particularly interested in how this role will influence **[Specific Strategic Initiative]** over the coming fiscal year.

I look forward to discussing how my historical performance and vision for the future of **[Department/Division]** align with the requirements of this transition. Thank you for your continued confidence in my leadership.

Sincerely,

[Your Signature]

[Your Printed Name]