

[Your Full Name]
[Current Executive Title]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]
[City, State/Country]

[Date]

[Hiring Manager Name]
[Title, e.g., Chief Executive Officer / Board Member]
[Company Name]
[Company Address]

Re: [Target Executive Position Name]

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

I am writing to express my interest in the [Position Name] role at [Company Name]. Having closely followed [Company Name]'s recent [mention a specific company achievement, market move, or strategic shift], I am compelled by the opportunity to apply my leadership experience in a new context within the [Industry] sector.

Currently, as [Current Title] at [Current Company], I lead a team of [Number] and oversee [Department/Function] with a focus on [Key Strategic Responsibility]. While I have achieved significant milestones in my current role-including [Key Achievement 1] and [Key Achievement 2]-my objective is a lateral transition where I can leverage my established expertise to solve the unique challenges facing [Company Name].

This move is motivated by a desire to [mention specific motivation: e.g., pivot to a different market scale, join a mission-driven organization, or apply cross-functional expertise to a new operational landscape]. I bring a proven track record in [Core Competency 1], [Core Competency 2], and [Core Competency 3], which align directly with your current mandate for [mention a specific goal from the job description].

I am eager to discuss how my background in senior-level strategic oversight can support [Company Name]'s objectives for the upcoming fiscal year. Thank you for your time and consideration of my candidacy.

Sincerely,

[Your Name]