

[Full Name]

Current Role: [Current Title]

Department: [Current Department]

[Internal Email Address]

[Extension/Phone Number]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Executive Officer]

[Company Name]

Dear [Recipient Last Name],

Re: Application for Executive Vice President, [Department/Division]

Please accept this formal expression of interest regarding the Executive Vice President position for [Division/Department]. Having served within [Company Name] for [Number] years, I have a deep-rooted understanding of our corporate culture, strategic vision, and the operational complexities required to drive our next phase of growth.

In my current role as [Current Title], I have successfully [Key Accomplishment 1] and [Key Accomplishment 2]. These experiences have prepared me to undertake the broader responsibilities of the EVP role, specifically in overseeing [Specific Function] and aligning departmental objectives with our long-term enterprise goals.

My intimate knowledge of our internal processes and established relationships with the senior leadership team will allow for a seamless transition. I am particularly eager to lead the [Specific Initiative or Project] and implement strategies that enhance our [Specific KPI, e.g., market share/operational efficiency].

I welcome the opportunity to discuss how my institutional knowledge and leadership experience can contribute to the continued success of the executive team. Thank you for your time and consideration.

Sincerely,

[Signature]

[Full Printed Name]