

[Your Name]

[Current Job Title]

[Current Department]

[Date]

To: *[Hiring Manager or Board of Directors]*

Re: Expression of Interest for Interim *[Executive Role Title]*

Dear *[Name/Committee]*,

I am writing to formally express my interest in the Interim *[Role Title]* position during this period of transition. Having served as *[Current Title]* for *[Number]* years, I possess a deep understanding of our organizational culture, strategic goals, and current operational challenges.

My primary objective in this interim capacity would be to ensure stability and continuity. Specifically, I am prepared to oversee:

- *[Key Priority 1]*
- *[Key Priority 2]*
- *[Key Priority 3]*

My intimate knowledge of the *[Department/Team]* allows me to step into this leadership role immediately without the typical learning curve of an external hire. I am committed to maintaining momentum on our key initiatives while supporting the team through this leadership change.

I welcome the opportunity to discuss how I can support the organization's mission during this interim period.

Sincerely,

[Your Signature]