

[YOUR NAME]
[CURRENT JOB TITLE]
[INTERNAL DEPARTMENT]
[EMAIL ADDRESS] | [PHONE NUMBER]

[Date]

[Hiring Manager Name]
[Title, e.g., Chief Creative Officer or VP of Marketing]
[Company Name]

Dear [Hiring Manager Name],

Please accept this formal expression of interest for the Executive Creative Director position. Having spent the last [Number] years contributing to [Company Name]'s creative evolution as [Current Title], I am eager to transition into this leadership role to further scale our brand's vision and mentor our global creative teams.

During my tenure here, I have developed a deep institutional knowledge of our brand DNA and strategic objectives. My key contributions include:

- **Creative Strategy:** [Briefly describe a major internal project or campaign you led].
- **Team Leadership:** [Describe your experience managing designers, writers, or art directors within the current company structure].
- **Operational Excellence:** [Mention how you improved internal workflows or cross-departmental collaboration].

As Executive Creative Director, my immediate focus would be [Goal 1, e.g., unifying the visual language across all platforms] and [Goal 2, e.g., fostering a culture of high-concept innovation]. Because I am already embedded in the company culture, I am prepared to bypass the standard onboarding curve and deliver immediate impact on upcoming [Q3/Q4/Annual] initiatives.

I look forward to discussing how my intimate understanding of our business goals, combined with my creative leadership experience, will help steer the next chapter of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]