

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Current Date]

[Recipient Name]
[Title / Board Chair]
[Organization Name]
[Organization Address]

RE: APPLICATION FOR INTERIM CHIEF EXECUTIVE OFFICER

Dear [Recipient Name/Board of Directors], I am writing to formally express my interest in the Interim Chief Executive Officer position at [Organization Name]. With extensive experience in executive leadership and a proven track record of stabilizing organizations during periods of transition, I am prepared to provide the steady hand and strategic continuity required during this critical phase. Throughout my career, I have specialized in [mention 2-3 core competencies, e.g., operational efficiency, financial restructuring, or cultural alignment]. My approach as an interim leader is centered on maintaining organizational momentum, supporting the existing leadership team, and ensuring that the strategic objectives established by the Board remain on track while a permanent successor is identified. In my previous role at [Previous Organization], I successfully led the organization through [mention a specific achievement or transition period]. I am confident that my ability to quickly assess organizational health and build trust with stakeholders will allow me to deliver immediate value to [Organization Name]. I welcome the opportunity to discuss how my background in transitional leadership can support [Organization Name]'s mission and ensure a seamless handover to your next permanent CEO. Thank you for your time and consideration.

Sincerely,

[Your Name]