

[FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Personal Website/Portfolio/Crunchbase Link]

[Date]

[Name of Board Member/Chairman/Search Committee Head]

[Title]

[Startup Name]

[Company Address]

Dear [Name of Recipient],

RE: Chief Executive Officer Application - [Startup Name]

[Opening paragraph: State your interest in the CEO position. Briefly mention your track record in the tech sector, specifically regarding scaling ventures, fundraising, or market disruption. Reference the startup's specific mission or recent Series funding/milestone.]

[Second paragraph: Detail your strategic vision. Discuss your experience in leading product-market fit, managing high-growth engineering and sales teams, and navigating the pivot points of a startup lifecycle. Highlight specific metrics such as ARR growth, successful exits, or user acquisition numbers.]

[Third paragraph: Address the cultural and operational leadership. Explain your philosophy on building high-performance startup cultures, managing stakeholder/investor relations, and your ability to execute under the high-pressure conditions of the tech industry.]

[Fourth paragraph: Align your unique value proposition with [Startup Name]'s current challenges-whether it is international expansion, preparing for an IPO, or refining the core technology stack.]

[Closing paragraph: Reiterate your enthusiasm for the mission. Express your desire for a formal interview to discuss how your leadership can drive the next phase of [Startup Name]'s growth.]

Sincerely,

[Full Name]