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

[Date]

[Hiring Manager Name/Board Chair Name]
[Search Committee/Board of Directors]
[Organization Name]
[Organization Address]

Dear [Recipient Name/Search Committee],

I am writing to express my strong interest in the Interim Executive Director position at [Organization Name]. With a proven track record of providing steady leadership during organizational transitions, I am prepared to ensure operational continuity and mission alignment for [Organization Name] during this pivotal period.

Throughout my career in the non-profit sector, I have specialized in [mention 2-3 core competencies, e.g., financial stabilization, change management, or program scaling]. Most recently, as Interim Director for [Previous Organization], I successfully [mention a specific achievement, such as: maintained donor relations / streamlined internal operations / managed a staff of X during a leadership search].

My primary objective as an Interim Executive Director is to provide a "bridge" that allows the Board of Directors the necessary time to conduct a thorough permanent search, while ensuring that staff feel supported and day-to-day objectives are met. I am particularly drawn to [Organization Name] because of your commitment to [mention a specific mission or project of the organization].

I am eager to discuss how my background in transition management can serve [Organization Name] and help maintain the momentum of your vital work in [Field/Community].

Sincerely,

[Your Signature]
[Your Typed Name]