

[Your Name]
[Current Title: Acting Chief Operating Officer]
[Date]

[Hiring Authority Name]
[Title, e.g., Chief Executive Officer or Board Chair]
[Organization Name]

Dear [Recipient Name],

Please accept this formal expression of my interest in the permanent position of Chief Operating Officer at [Organization Name]. Having served as Acting COO for the past [Number] months, I have developed a deep understanding of our operational landscape and am eager to continue leading our strategic initiatives on a permanent basis.

During my interim tenure, I have focused on [Key Objective 1] and [Key Objective 2]. Specifically, I successfully led the [Project/Initiative Name], resulting in [Measurable Outcome]. This period has allowed me to stabilize [Department/Function] while identifying long-term opportunities for efficiency and growth that I am uniquely positioned to execute.

My intimate knowledge of our current challenges and internal culture has enabled me to maintain continuity while implementing necessary improvements. I am committed to [Organization Name]'s mission and have established strong working relationships across the executive team to ensure our operational goals align with [Strategic Goal].

I look forward to discussing how my experience as Acting COO and my vision for the permanent role can continue to drive the success of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]