

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

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

**Re: Fractional Chief Operating Officer**

As an experienced operations leader specializing in organizational scaling and efficiency, I am writing to express my interest in the Fractional COO role at [Company Name]. With a proven track record in [Industry], I help companies navigate the transition from [Current Phase] to [Goal Phase] by implementing sustainable systems and high-level strategy without the overhead of a full-time executive.

Throughout my career, I have successfully led transitions by focusing on:

- **Operational Efficiency:** [Describe a specific achievement in streamlining workflows].
- **Strategic Scaling:** [Describe how you managed growth or resource allocation].
- **Team Leadership:** [Describe your approach to mentoring or restructuring departments].

My approach as a fractional executive is centered on immediate impact and long-term stability. I am particularly drawn to [Company Name]'s mission to [Company Mission/Goal], and I am confident that my experience in [Specific Skill] will provide the operational backbone necessary to achieve your upcoming milestones.

I would welcome the opportunity to discuss how my fractional leadership can support [Company Name]'s objectives. Thank you for your time and consideration.

Sincerely,

[Your Name]