

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[Date]

[Hiring Manager/Board Chair Name]

[Company Name]

[Company Address]

Dear [Name/Search Committee],

I am writing to express my interest in the **Interim Chief Operating Officer** position at [Company Name]. With over [Number] years of experience in operational leadership and a proven track record of stabilizing organizations during executive transitions, I am prepared to provide the continuity and strategic oversight necessary during this critical period.

Throughout my career, I have specialized in [Specific Industry/Function, e.g., scaling SaaS operations or manufacturing turnaround]. My expertise lies in maintaining momentum, managing complex stakeholder relationships, and ensuring that day-to-day operations align with long-term strategic goals. In my previous role as [Previous Title] at [Previous Company], I successfully [mention a specific achievement relevant to an interim transition, e.g., managed a 15% reduction in overhead or oversaw a major ERP implementation].

My immediate priorities for [Company Name] would include:

- **Operational Stability:** Ensuring zero disruption to core business functions and service delivery.
- **Team Alignment:** Supporting department heads to maintain morale and productivity during the leadership search.
- **Efficiency Audit:** Identifying and resolving immediate bottlenecks to optimize cash flow and resource allocation.

I am eager to discuss how my experience as a steady-handed leader can support [Company Name]'s mission while you identify your permanent COO. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]