

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

[Date]

[Hiring Manager/Board Chair Name]
[Company Name]
[Address]

RE: Chief Operating Officer - Post-Merger Integration & Operations

Dear [Recipient Name],

As [Company Name] enters the critical phase of integrating [Acquired/Merged Entity] following the recent merger, I am writing to express my interest in the Chief Operating Officer position. With a proven track record in organizational transformation and operational synergy, I am prepared to lead the combined entity toward a unified culture and optimized infrastructure.

Throughout my career, I have specialized in managing complex transitions. My expertise includes:

- **Operational Synergy:** Identifying and capturing cost-saving opportunities and process redundancies to maximize ROI post-close.
- **Change Management:** Harmonizing disparate corporate cultures and aligning cross-functional teams toward a single strategic vision.
- **Infrastructure Scaling:** Standardizing ERP systems and supply chain logistics to support an expanded global footprint.
- **Strategic Leadership:** Partnering with the CEO and Board to translate high-level merger objectives into actionable operational KPIs.

In my previous role at [Previous Company], I successfully oversaw the integration of [Briefly Mention Project], which resulted in a [Percentage]% increase in operational efficiency and a [Dollar Amount] reduction in overhead within the first [Number] months. I am eager to apply this same rigor to ensure [Company Name] achieves its targeted synergies and maintains market momentum during this transition.

I look forward to discussing how my experience in post-merger integration can help stabilize and scale [Company Name]'s operations. Thank you for your time and consideration.

Sincerely,

[Your Name]