

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address] **Re: Digital Transformation Strategy Director - [Job Reference Number, if applicable]** Dear [Hiring Manager Name or Search Committee], [Introductory Paragraph: State your interest in the Director of Digital Transformation Strategy role. Briefly mention your years of experience in leading enterprise-wide technology initiatives and your enthusiasm for the specific company's market position.] [Body Paragraph 1: Strategic Vision. Detail your experience in developing multi-year digital roadmaps. Mention specific frameworks or methodologies used to align IT infrastructure with core business objectives.] [Body Paragraph 2: Execution and Leadership. Highlight a specific transformation project where you managed cross-functional teams, budgets, and change management processes. Use metrics such as ROI, percentage of efficiency gain, or scale of deployment.] [Body Paragraph 3: Cultural Change. Address your approach to fostering a digital-first culture, overcoming institutional inertia, and navigating stakeholder management at the executive/board level.] [Closing Paragraph: Reiterate your value proposition. State your desire for an interview to discuss how your strategic background can drive [Company Name]'s digital evolution.] Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]