

[Full Name]

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

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Company Address]

RE: [JOB TITLE / REFERENCE NUMBER]

Dear [Hiring Manager Name or Search Committee], [Introductory paragraph: State your intent to apply for the Enterprise Technology Leadership position. Briefly mention your years of experience in IT management and your primary value proposition regarding digital transformation or organizational growth.] [Body Paragraph 1: Focus on Strategic Vision. Describe your experience aligning technology roadmaps with overarching business objectives. Mention specific scale (e.g., budget size, team size, or global infrastructure responsibility).] [Body Paragraph 2: Focus on Execution and Innovation. Detail a specific enterprise-wide achievement, such as a cloud migration, ERP implementation, or cybersecurity overhaul. Highlight the ROI or operational efficiency gained.] [Body Paragraph 3: Focus on Leadership and Culture. Explain your approach to mentoring cross-functional teams, managing vendor relationships, and fostering a culture of continuous improvement or Agile methodologies.] [Closing: Reiterate your enthusiasm for the organization's mission. State your availability for a formal discussion regarding how your technical leadership can drive their upcoming initiatives.]

Sincerely,

[Full Name]