

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[Date]

[Hiring Manager Name]
[Title, e.g., Chief Executive Officer]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to express my interest in the **Interim Chief Technology Officer** position at [Company Name]. With over [Number] years of experience in technical leadership and a proven track record of stabilizing engineering departments during periods of transition, I am prepared to step in and ensure the continued growth and operational excellence of your technology organization.

Throughout my career, I have specialized in bridging leadership gaps by [mention a key skill, e.g., optimizing product roadmaps, scaling infrastructure, or leading digital transformations]. My primary objective as an Interim CTO is to provide a steady hand, maintain momentum on critical initiatives, and mentor the existing team while the board conducts a search for a permanent successor.

Key highlights of my experience include:

- **Strategic Leadership:** [Briefly describe a time you aligned technology with business goals during a transition].
- **Operational Efficiency:** [Mention a specific outcome, such as reducing churn, improving sprint velocity, or cutting infrastructure costs].
- **Team Mentorship:** [Note your ability to manage diverse engineering teams and maintain morale].

I am particularly drawn to [Company Name] because of [mention a specific project, company mission, or recent achievement]. I am confident that my technical expertise and pragmatic approach to leadership will allow me to deliver immediate value and prepare the organization for its next chapter.

Thank you for your time and consideration. I look forward to discussing how I can support [Company Name] during this interim period.

Sincerely,

[Your Name]