

[Your Full Name]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio/GitHub URL]

[Date]

[Hiring Manager Name]

[Title, e.g., CEO or Board Member]

[SaaS Company Name]

[Company Address]

Dear [Hiring Manager Name],

Introduction

[Express interest in the CTO position at Company Name. Briefly mention your years of experience in SaaS leadership and why their specific product or market position aligns with your technical vision.]

Technical Strategy & Scalability

[Highlight a specific achievement regarding architectural overhauls, cloud infrastructure migration, or scaling a platform from X to Y users. Mention specific tech stacks or methodologies like Microservices, AWS/Azure, or DevOps transformation.]

Product & Business Alignment

[Explain how you bridge the gap between engineering and business goals. Mention experience with product roadmapping, ARR growth, or reducing churn through technical stability and UX improvements.]

Leadership & Culture

[Describe your approach to managing engineering teams. Mention recruitment, mentoring, agile processes, and fostering a culture of innovation and security/compliance, such as SOC2 or GDPR.]

Closing

[Reiterate enthusiasm for the company's mission. State your desire for an interview to discuss how your technical roadmap can support their upcoming growth phases.]

Sincerely,

[Your Signature]

[Your Printed Name]