

[FULL NAME]
[STREET ADDRESS] | [CITY, STATE, ZIP]
[PHONE NUMBER] | [EMAIL ADDRESS]
[LINKEDIN PROFILE URL]

[Date]

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

Dear [Hiring Manager Name/Search Committee], **Re: [Job Title / Reference Number]**
[Introductory paragraph: State your interest in the executive role, your current leadership position, and a high-level summary of your years of experience in corporate real estate development and asset management.] [Body paragraph 1: Highlight strategic portfolio growth, site acquisition successes, or major capital project oversight. Mention specific metrics such as square footage managed or total project valuation.] [Body paragraph 2: Detail your experience in stakeholder management, navigating zoning/entitlements, and cross-functional leadership between legal, finance, and construction teams.] [Body paragraph 3: Align your professional philosophy with the company's specific market goals or sustainability initiatives.] [Closing paragraph: Reiterate value proposition and request a meeting to discuss how your background aligns with the firm's development pipeline.]

Sincerely,

[Full Name]