

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]
[CITY, STATE, ZIP CODE]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: [Job Title / Reference Number]

Dear [Hiring Manager Name],

[Introduction: State your current executive role and your interest in the specific urban development project or firm. Briefly mention your years of experience in high-stakes real estate and land use.]

[Body Paragraph 1: Focus on your track record with site acquisition, zoning entitlements, and regulatory approvals. Highlight your ability to navigate complex municipal frameworks and public-private partnerships.]

[Body Paragraph 2: Discuss financial stewardship, including capital stack structuring, joint venture management, and ROI delivery on large-scale mixed-use or commercial developments.]

[Body Paragraph 3: Emphasize leadership style, stakeholder management, and your vision for sustainable or innovative urban design that aligns with the company's current portfolio.]

[Closing: Reiterate alignment with the firm's strategic goals. Request a formal interview to discuss how your leadership can drive upcoming phases of their development pipeline.]

Sincerely,

[Signature]

[Typed Full Name]