

**[FULL NAME]**

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

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[Date]

[Hiring Manager Name]

[Title: e.g., Chief Executive Officer / Board Chair]

[Company Name]

[Company Address]

**RE: [POSITION TITLE: E.G., CHIEF RISK OFFICER / HEAD OF CORPORATE GOVERNANCE]**

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Position Title] role at [Company Name]. With over [Number] years of experience spearheading enterprise risk management (ERM) and corporate governance frameworks for [Industry] organizations, I have consistently aligned risk appetite with long-term strategic objectives to protect shareholder value and ensure regulatory compliance.

In my previous role as [Current/Previous Title] at [Current/Previous Company], I was responsible for overseeing [specific scope, e.g., global risk operations, internal audit, or compliance oversight]. My key achievements include:

- [Achievement 1: e.g., Developed a proprietary risk-scoring model that reduced exposure by X%].
- [Achievement 2: e.g., Led the board-level transformation of ESG and sustainability governance].
- [Achievement 3: e.g., Navigated complex regulatory shifts across multiple jurisdictions during M&A activity].

My approach to governance is rooted in building a culture of risk awareness that empowers decision-making rather than hindering innovation. I am particularly impressed by [Company Name]'s recent [specific company initiative or market move], and I am eager to apply my expertise in [specific skill: e.g., crisis management or fiduciary oversight] to support your continued growth.

I look forward to discussing how my leadership can strengthen the governance posture at [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]