

**[YOUR FULL NAME]**

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL] | [CITY, STATE/COUNTRY]

[Date]

[Hiring Manager Name/CEO Name]

[Title]

[Company Name]

[Company Address]

**RE: CHIEF TECHNOLOGY OFFICER APPLICATION - [JOB ID OR REFERENCE]**

Dear [Hiring Manager Name or Search Committee], [Introductory paragraph: State your interest in the CTO role and provide a high-level summary of your executive experience, technological vision, and how your leadership aligns with the company's current growth phase.] [Body Paragraph 1: Focus on Technical Strategy & Roadmap. Describe your experience in scaling infrastructures, digital transformation, or overseeing complex product development cycles that drove business value.] [Body Paragraph 2: Focus on Leadership & Operations. Highlight your ability to manage high-performing engineering teams, manage multi-million dollar budgets, and collaborate with the C-suite to meet organizational KPIs.] [Body Paragraph 3: Focus on Innovation & Impact. Use specific metrics to demonstrate success, such as percentage reduction in technical debt, increase in deployment frequency, or successful intellectual property acquisitions.] [Closing: Reiterate your enthusiasm for the mission of [Company Name] and express your readiness to discuss how your technological roadmap can support their long-term objectives.]

Sincerely,

[Your Full Name]