

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

[Date]

[Hiring Manager Name]
[Title, e.g., Chairman of the Search Committee]
[Financial Institution Name]
[Company Address]

RE: [TARGET EXECUTIVE POSITION, E.G., CHIEF DIGITAL OFFICER / HEAD OF DIGITAL BANKING]

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

[Introduction: State your interest in the executive role and summarize your high-level value proposition. Mention your years of experience in financial services and your specific expertise in digital transformation or scaling fintech operations.]

[Executive Track Record: Detail a significant achievement involving digital strategy. Focus on KPIs such as ROI, user acquisition growth, or operational efficiency. Mention leadership of cross-functional teams across engineering, product, and compliance.]

[Strategic Vision: Describe your approach to the current banking landscape, including mobile-first UX, AI integration, blockchain, or legacy system modernization. Align your philosophy with the specific institution's market position.]

[Cultural Fit & Compliance: Address your experience with regulatory frameworks (e.g., OCC, GDPR, BSA/AML) and your ability to lead through organizational change while maintaining a customer-centric culture.]

[Closing: Express enthusiasm for the opportunity to discuss how your leadership can drive the bank's digital roadmap. Thank them for their time and consideration.]

Sincerely,

[Your Signature]
[Your Typed Name]