

**[Your Name]**

[Address] | [Phone] | [Email]

[LinkedIn Profile]

[Date]

**[Hiring Manager Name]**

[Title]

[Company Name]

[Company Address]

RE: [Position Title / Reference Number]

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

I am writing to express my interest in the [Position Title] role at [Company Name]. As an executive with [Number] years of experience in [Industry], I am currently seeking a high-impact transition role where I can leverage my expertise in [Core Competency 1] and [Core Competency 2] to drive immediate results during this interim period.

During my recent tenure at [Previous Company], I led [Major Achievement or Project]. Following the successful completion of [Reason for Transition, e.g., a planned merger/organizational restructuring], I am now intentionally pursuing a gap assignment to provide stabilized leadership and strategic oversight for [Company Name].

My background offers specific value in the following areas:

- **Immediate Strategic Contribution:** [Detail experience in rapid assessment and execution].
- **Operational Excellence:** [Detail experience in streamlining processes or managing budgets].
- **Change Management:** [Detail experience in leading teams through transitions or uncertainty].

I am particularly drawn to [Company Name] because of [Specific Reason]. I am prepared to step in and ensure continuity, maintain momentum on key initiatives, and prepare the department for its next phase of growth.

I welcome the opportunity to discuss how my leadership experience can support [Company Name] during this transition. Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]