

[Your Full Name]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **[Target VP Role Name]** position at **[Company Name]**. With a proven track record of **[Number]** years in executive leadership and **[Industry/Specialization]**, I am confident that my strategic vision and operational expertise align perfectly with your organizational goals.

Following a successful tenure as **[Previous VP Title]** at **[Previous Company]**, where I **[Briefly mention a major achievement, e.g., grew revenue by X% or led a team of X]**, I intentionally took a professional hiatus to **[Briefly state reason: e.g., focus on family, pursue advanced certifications, or manage a personal project]**. During this period, I have remained engaged with the industry by **[Mention any consulting, professional development, or relevant activity during the gap]**.

This hiatus has provided me with a renewed perspective and the agility required to tackle high-stakes challenges. I am now fully prepared to return to a full-time executive capacity, bringing the same dedication and results-oriented leadership that defined my previous roles. I am particularly drawn to **[Company Name]** because of **[Mention a specific company value or recent project]**.

I welcome the opportunity to discuss how my background in **[Key Skill 1]** and **[Key Skill 2]** can contribute to the continued success of your executive team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]