

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL] |
[PORTFOLIO/PERSONAL WEBSITE]
[Date]

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

RE: [Job Title] - [Reference Number] Dear [Hiring Manager Name/Search Committee],
[Introduction: State the specific leadership role you are applying for. Briefly mention your years of experience in product strategy and your admiration for the company's market position or recent product innovations.] [The Strategic Vision: Describe your philosophy on product-led growth. Explain how you align product roadmaps with overarching business objectives. Mention your experience in identifying market gaps and scaling high-impact solutions.] [Core Achievements: Use a brief list or paragraph to highlight 2-3 executive-level wins. Include metrics such as revenue growth, market share increase, or successful digital transformations led under your direction.] [Leadership Style: Detail your approach to cross-functional collaboration, mentoring product teams, and managing stakeholder expectations at the board or C-suite level.] [Conclusion: Reiterate your enthusiasm for the brand. State your availability for a strategic discussion regarding the future of their product portfolio.]

Sincerely,

[Full Name]