

[YOUR FULL NAME]

[City, State, Zip] | [Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

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

Re: [Target Executive Position Title]

As a seasoned executive with over [Number] years of leadership experience in the [Current Industry] sector, I am writing to express my formal interest in transitioning into [Target Industry/Field] as your next [Target Position]. My career has been defined by [Major Achievement, e.g., scaling operations or driving multi-million dollar revenue growth], and I am eager to apply my strategic vision to the unique challenges facing [Company Name].

While my background is rooted in [Current Industry], the core competencies I have developed are industry-agnostic. Specifically, I offer:

- **[Key Skill 1, e.g., Strategic Transformation]:** [Briefly describe a high-level win applicable to the new role].
- **[Key Skill 2, e.g., Stakeholder Management]:** [Briefly describe experience managing complex relationships or boards].
- **[Key Skill 3, e.g., Operational Excellence]:** [Briefly describe a process improvement or fiscal responsibility success].

The pivot toward [Target Industry] is a deliberate move driven by my admiration for [Company Name]'s recent initiatives in [Specific Area]. I am confident that my "outsider" perspective, combined with a proven executive playbook for [Core Business Problem], will provide a competitive advantage and fresh innovation to your leadership team.

I look forward to discussing how my cross-functional expertise can help [Company Name] achieve its objectives for the upcoming fiscal year. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]