

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State]

Dear [Hiring Manager Name],

I am writing to express my interest in the Regional Hospitality Manager position at [Company Name]. With over [Number] years of experience overseeing multi-unit operations and a proven track record of elevating guest satisfaction across diverse portfolios, I am confident in my ability to drive operational excellence and revenue growth for your properties.

In my most recent role as [Current/Previous Job Title], I successfully managed [Number] locations, consistently achieving [Metric, e.g., 15% increase in ADR or 95% guest satisfaction scores]. I specialize in standardizing service protocols, optimizing labor costs, and mentoring site managers to ensure brand consistency across the region. My approach combines data-driven financial oversight with a commitment to high-touch hospitality.

Specifically, I am drawn to [Company Name] because of your reputation for [specific company value or recent project]. I am eager to apply my expertise in [Area of Expertise, e.g., P&L management, strategic scaling, or crisis management] to support your upcoming expansion and maintain the high standards associated with your brand.

My key achievements include:

- [Achievement 1: e.g., Implementation of a region-wide cost-saving initiative]
- [Achievement 2: e.g., Recognition for lowest staff turnover rate in the company]
- [Achievement 3: e.g., Successful launch of new luxury service standards]

I look forward to the opportunity to discuss how my leadership style and operational background can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]