

Subject: Professional Profile Update - [Your Full Name] - [Current Job Title]

Dear [Consultant Name or Firm Name],

I am writing to formally update my professional profile within your executive search database. Given your firm's reputation in the [Industry Name] sector, I want to ensure that my most recent leadership experience and accomplishments are accurately reflected in your records for future opportunities.

I currently serve as [Current Job Title] at [Current Company], where I lead [mention key area of responsibility, e.g., global operations, digital transformation, or financial strategy].

Key highlights of my recent tenure include:

- [Achievement 1: e.g., Led a team of 50 to increase revenue by 20%]
- [Achievement 2: e.g., Successfully managed a \$10M departmental budget]
- [Achievement 3: e.g., Implemented a new corporate strategy across 5 regions]

I have attached my updated CV and a brief biography for your review. I am particularly interested in leadership roles that focus on [mention target interests, e.g., private equity-backed growth, C-suite operations, or international expansion].

I would welcome the opportunity for a brief introductory call to discuss my background and your current market insights. Thank you for your time and for maintaining my profile in your confidential network.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your LinkedIn Profile URL]