

[Candidate Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Please accept this formal submittal for the position of [Job Title] at [Company Name]. With over [Number] years of experience in executive leadership and a proven track record of driving [Specific Outcome, e.g., revenue growth or operational excellence], I am confident in my ability to contribute to the long-term vision of your organization.

Throughout my tenure as [Current/Previous High-Level Title], I have successfully led large-scale initiatives including:

- [Key Achievement 1: e.g., Strategic restructuring resulting in a X% efficiency gain]
- [Key Achievement 2: e.g., Oversaw a portfolio valued at \$X Million]
- [Key Achievement 3: e.g., Spearheaded international market expansion]

I am particularly drawn to [Company Name] because of your recent [Specific Company Milestone or Value]. My leadership philosophy aligns with your commitment to [Specific Corporate Value], and I am prepared to leverage my expertise in [Core Competency] to help the Board and C-Suite achieve upcoming strategic objectives.

Enclosed is my executive CV and a summary of my board-level accomplishments. I look forward to the opportunity to discuss how my background in [Industry] can support the continued success of [Company Name].

Sincerely,

[Signature]

[Candidate Name]