

[Your Name]
[Your Title]
[Company Name]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Strategic Leadership Opportunity: Chief Operating Officer

Dear [Candidate Name],

I am writing to you because of your impressive background in operational leadership and your reputation for driving organizational efficiency within the [Industry Name] sector.

At [Company Name], we are currently entering a pivotal phase of growth. We are seeking a visionary Chief Operating Officer to partner with our executive team to scale our operations, optimize our internal processes, and execute our long-term strategic roadmap. Given your track record at [Candidate's Current/Previous Company], I believe your expertise aligns perfectly with the direction we are heading.

The COO role at [Company Name] will have direct oversight of [Department A], [Department B], and [Department C], with a primary focus on [Key Goal, e.g., international expansion or digital transformation].

I would appreciate the opportunity to discuss our vision for this role and learn more about your professional aspirations. Are you available for a brief introductory call on [Day] or [Day] of next week?

I have attached a brief overview of our company's recent milestones for your review. I look forward to the possibility of connecting.

Best regards,

[Your Signature]

[Your Printed Name]
[Your Title]