

To: [Name of Hiring Manager/Board Member]

From: [Your Name]

Date: [Date]

Subject: Candidacy for [Position Title] - [Your Name]

Dear [Name],

I am writing to formally express my interest in the [Position Title] role at [Company Name]. Having tracked [Company Name]'s recent [mention a specific milestone, e.g., Series B funding/market expansion], I am impressed by your trajectory and am confident that my experience scaling high-growth organizations aligns with your current strategic needs.

Throughout my career, I have specialized in driving rapid transformation. At [Previous Company], I led the [Department/Function] through a period of [X]% growth, specifically focusing on:

- **Strategic Scaling:** [Briefly describe a successful scaling initiative].
- **Operational Excellence:** [Briefly describe how you optimized processes or unit economics].
- **Capital & Stakeholder Management:** [Briefly describe experience with fundraising, boards, or exits].

My approach to leadership in the startup ecosystem centers on high-velocity decision-making and building resilient, high-output teams. I am eager to bring this mindset to [Company Name] to help navigate the complexities of your next phase of growth.

I have attached my executive profile and professional history for your review. I look forward to the possibility of discussing how my background can contribute to [Company Name]'s continued success.

Sincerely,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile Link]