

Private and Confidential

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

Dear [Recipient Name],

I am reaching out to you personally and in strict confidence regarding a discrete executive leadership opportunity that aligns with your distinguished background in [Industry/Specialization].

I am currently representing a [Description of Organization, e.g., Fortune 500 firm / high-growth PE-backed venture] that is seeking a [Job Title, e.g., Chief Operating Officer]. Given your track record of success at [Current/Former Company], your profile stood out as an ideal match for the strategic direction of this role.

The position involves:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

I understand that you may not be actively seeking a new challenge; however, I believe the unique scope of this mandate warrants a brief, confidential conversation. I would welcome the opportunity to share more details about the organization and the vision for this role at a time that is convenient for you.

Please let me know if you are open to a 10-minute introductory call. I am available at [Your Phone Number] or via return email to coordinate a schedule that protects your privacy.

I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]