

Confidential

Dear [Recipient Name],

I am reaching out to you with the utmost discretion regarding a strategic leadership opportunity. Given your distinguished track record and influence within the [Industry Name] sector, your profile has been identified as a primary match for a Vice President position currently being established within our organization.

We are looking for an individual to oversee [Department/Function] and drive our next phase of growth. This role is not yet public, as we are prioritizing a selective search for a candidate who possesses the specific vision and leadership style required for this mandate.

I would welcome the opportunity to discuss this role, our corporate objectives, and how your expertise aligns with our long-term strategy. I am available for a brief, confidential introductory call at your convenience.

I look forward to your response.

Best regards,

[Your Name]

[Your Title/Organization]

[Your Direct Phone Number]