

[Your Name]
[Your Title]
[Your Firm Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to formally introduce [Your Firm Name], a boutique executive search firm specializing exclusively in the [Specific Niche Market] sector. Having tracked [Company Name]'s recent growth in [Specific Area/Project], I believe our targeted expertise could be a strategic asset to your leadership team.

Because we focus solely on [Specific Niche], we maintain a proprietary network of high-caliber leaders who are often not active on traditional job boards. We understand the unique technical requirements and cultural nuances specific to [Niche Market], allowing us to identify candidates who possess both the vision and the specialized skill set required to drive your company forward.

Our firm prides itself on a rigorous vetting process and a high retention rate for the executives we place. We do not just fill roles; we partner with our clients to ensure long-term organizational success.

I would appreciate the opportunity to learn more about your current talent needs and share how our specialized approach can streamline your executive hiring process. Are you available for a brief introductory call on [Day] at [Time]?

Thank you for your time and consideration. I look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]