

Subject: Confidential Leadership Inquiry: [Job Title] Role

Dear [Candidate Name],

I am currently managing a retained executive search for a [Job Title] on behalf of our client, [Company Name or Industry Description].

Given your extensive background in [Specific Area of Expertise] and your current leadership at [Candidate's Current Company], your profile stood out as a strong potential match for the strategic direction of this organization.

This is a critical hire that will report directly to the [Title of Manager] and will be responsible for [Brief 1-sentence Key Responsibility]. Our client is looking for a leader who can [Brief Goal, e.g., scale global operations / drive digital transformation].

I would welcome the opportunity to share more details about the company and the specific requirements of the mandate. Are you available for a brief, confidential introductory call on [Day] or [Day] at [Time]?

I have attached a summary of the position for your review.

I look forward to hearing from you.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]

[Phone Number]

[LinkedIn Profile Link]