

[Date]

[Hiring Manager Name]

[Title]

[Startup Name]

[Address]

Dear [Hiring Manager Name],

Congratulations on your recent [Series A/B/C] funding round. Having followed [Startup Name]'s growth in the [Industry] sector, it is clear that scaling your leadership team is the immediate priority to capitalize on this momentum.

I am writing to propose a retained search partnership to help you secure your [Job Title, e.g., VP of Engineering or Head of Product]. Unlike contingency firms, our retained model provides a dedicated research team and a rigorous vetting process designed specifically for high-growth, venture-backed startups.

Our approach ensures:

- **Executive Alignment:** Deep discovery to match candidates with your specific culture and scaling stage.
- **Exclusive Pipeline:** Access to passive leadership talent not found on job boards.
- **Priority Focus:** A guaranteed timeline with weekly reporting and calibrated shortlists.

I would welcome the opportunity to learn more about your hiring roadmap for the coming quarters. Are you available for a brief introductory call on [Day] at [Time]?

Best regards,

[Your Name]

[Your Title]

[Your Firm Name]

[Phone Number]

[Email/Website]