

[Sender Name]
[Sender Title]
[Company Name]
[Address]
[Date]

[Recipient Name]
[Recipient Address]

Subject: Strategic Career Opportunity with [Company Name]

Dear [Recipient Name],

I am writing to you personally because of your reputation as a leader in the [Industry Name] sector. Following the recent merger between [Competitor A] and [Competitor B], we recognize that periods of corporate transition often prompt top-tier professionals to re-evaluate their long-term career trajectories.

At [Company Name], we have closely followed your contributions to [Specific Project or Department]. We are currently entering a phase of significant growth and are seeking individuals with your specific expertise to play a pivotal role in our expanding operations. We offer a stable, innovation-driven environment that values the unique insights you bring from your tenure at [Competitor Name].

We believe that your skills align perfectly with our vision for [Specific Goal/Market]. We are prepared to offer a highly competitive compensation package, comprehensive benefits, and a leadership path designed for high-impact executives.

I would welcome the opportunity to discuss how your experience fits into our future plans during a brief, confidential conversation. Please let me know if you are available for a call or a meeting on [Date] at [Time], or at a time that is most convenient for you.

I look forward to the possibility of working together.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]