

[Your Name]  
[Your Title/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Name of Board Chair or Lead Director]  
[Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Mr./Ms./Mx.] [Last Name],

As [Company Name] continues to navigate the complexities of the current market, the importance of visionary and seamless leadership transition remains a critical priority for the Board of Directors. I am writing to you today to discuss how [Your Firm/My Expertise] can support your organization in developing a robust, long-term CEO succession framework.

Effective succession planning is not merely a contingency measure; it is a strategic advantage that ensures organizational stability and investor confidence. Based on my analysis of [Company Name]'s recent growth trajectory, there is a unique opportunity to align your future leadership pipeline with your upcoming [mention a specific goal, e.g., five-year strategic plan or digital transformation].

I specialize in assisting boards with:

- Identifying and benchmarking internal high-potential candidates.
- Conducting discreet external market mapping for potential successors.
- Designing transition roadmaps that mitigate operational risk.
- Aligning leadership competencies with the future needs of the industry.

I have successfully guided several organizations within the [Industry Name] sector through successful leadership handovers that preserved corporate culture while driving innovation. I would welcome the opportunity to share my insights on current leadership trends and discuss how a tailored succession strategy could benefit [Company Name].

Are you available for a brief introductory call on [Date] or [Date] to explore this further?

Thank you for your time and for your leadership of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]