

[Your Name]  
[Your Title/Current Role]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile]

[Date]

[Founder Name]  
[Founder Title]  
[Company Name]  
[Company Address]

Dear [Founder Name],

I have followed the growth of [Company Name] with great admiration, particularly [mention a specific company milestone or cultural value]. Your leadership in taking the company from its inception to [mention current market position] is a remarkable achievement.

I am writing to you today because many visionary founders eventually reach a stage where they consider the long-term legacy of their organization and the transition to a new phase of leadership. As an executive with a proven track record in [mention your industry or specialty, e.g., scaling mid-stage startups / operational excellence], I am interested in discussing how my experience could support [Company Name] during its next chapter.

Throughout my career, I have specialized in:

- [Key Achievement 1: e.g., Scaling revenue from \$X to \$Y]
- [Key Achievement 2: e.g., Implementing operational systems that preserve founder culture]
- [Key Achievement 3: e.g., Leading successful digital transformations or international expansion]

My goal is not to replace the vision you have built, but to provide the operational stewardship and strategic execution required to see that vision endure for decades to come. Whether you are beginning to think about a succession plan, a transition to a Board/Chairperson role, or bringing on a partner to manage daily operations, I would welcome the opportunity to connect.

I understand the sensitivity of executive succession. I would appreciate the chance to have a confidential introductory conversation to learn more about your long-term goals for [Company Name].

Thank you for your time and for the impact you have made on the [Industry Name] industry.

Sincerely,

[Your Signature]

[Your Printed Name]