

[Your Name]  
[Your Phone Number]  
[Your Email]  
[Your LinkedIn Profile]

[Date]

[Recipient Name]  
[Title, e.g., Chairperson of the Board / CEO]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

As [Company Name] continues its trajectory from a high-growth scale-up toward global market leadership, the complexity of operational scaling and long-term governance becomes a critical priority. I am writing to you privately to initiate a conversation regarding your executive succession planning and the future leadership requirements of the [C-Suite Title, e.g., COO/CEO/CFO] role.

Having closely followed [Company Name]'s expansion, particularly your recent [mention a specific milestone, e.g., Series C funding / international market entry], I recognize the unique challenge of maintaining entrepreneurial agility while building the institutional rigor necessary for a potential [IPO/Exit/Global Expansion].

With a proven track record of leading [previous company type] through [specific growth metric, e.g., 300% revenue growth / successful acquisition], I offer a blend of high-stakes operational experience and a deep alignment with your company's mission to [Company Mission]. My expertise includes:

- **Scalable Infrastructure:** Implementing frameworks that support rapid headcount and geographic expansion.
- **Strategic Governance:** Bridging the gap between founder-led innovation and professionalized corporate management.
- **Value Creation:** Driving efficiency and profitability margins to satisfy institutional investor expectations.

I understand that succession and executive transitions are sensitive matters. I am not seeking an immediate opening, but rather proposing a confidential introduction to discuss how my background aligns with the three-to-five-year vision for [Company Name].

I have attached a brief overview of my professional milestones for your review. I would welcome the opportunity for a brief, discreet conversation at your convenience.

Yours sincerely,

[Your Signature]

[Your Typed Name]