

[Your Name]
[Your Title/Practice Group]
[Your Executive Search Firm Name]
[Phone Number]
[Email Address]

[Date]

[Candidate Name]
[Address]
[City, State, Zip Code]

Dear [Candidate Name],

I am writing to you because of your extensive background in [Industry/Functional Area]. Our firm is currently experiencing an increased demand from our clients for high-caliber interim leadership to manage critical transitions and strategic projects.

We are reaching out to verify your current availability for interim management assignments. Specifically, we are looking for executives who can step into [Job Title, e.g., Interim CFO/COO] roles on short notice for durations typically ranging from 3 to 9 months.

If you are currently open to contract-based leadership opportunities, I would appreciate the chance to discuss your specific expertise and your requirements regarding travel and compensation.

Please let me know if you would be available for a brief introductory call this week. Alternatively, you may forward an updated version of your CV for our confidential files.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]