

[Your Name]  
[Your Title/Firm Name]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to offer immediate leadership support to [Company Name] during your current transition period. I understand that sudden leadership gaps in [Department/Function] require a steady hand to maintain operational continuity and team morale.

With [Number] years of experience in [Industry/Specialization], I specialize in stepping into urgent situations to stabilize operations and drive key initiatives without the delay of a permanent hiring cycle. My focus is on delivering results from day one while preparing the ground for your eventual permanent successor.

I can provide immediate impact in the following areas:

- Maintaining momentum on [Specific Project or Goal].
- Bridging leadership gaps to prevent team attrition and productivity loss.
- Streamlining processes and identifying efficiencies during the transition.
- Mentoring internal talent and assisting in the handover to permanent leadership.

My background includes [mention 1-2 brief high-level achievements relevant to the current need]. I am prepared to begin immediately and can work on a flexible schedule that fits your current requirements.

I would welcome the opportunity to discuss how I can help [Company Name] navigate this period effectively. Are you available for a brief call on [Day] at [Time]?

Sincerely,

[Your Signature]

[Your Printed Name]