

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

[Date]

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

Subject: Immediate Leadership Solution: [Candidate Initials/Job Title] Available Now

Dear [Recipient Name],

I am writing to present a high-impact Interim [Job Title, e.g., CFO/Operations Director] who is available for immediate deployment to support [Company Name] during your current transition or project phase.

Our candidate, [Candidate Initials], is a seasoned professional with over [Number] years of experience in [Industry]. They specialize in stabilizing operations, managing change, and delivering results without the long-term commitment of a permanent hire.

Key Qualifications:

- **Proven Impact:** Successfully led [Specific Achievement, e.g., a \$10M restructuring] at [Previous Company].
- **Specific Expertise:** Deep knowledge in [Skill 1], [Skill 2], and [Skill 3].
- **Rapid Integration:** Ability to onboard and add value within 48 hours.

Given [Company Name]'s recent [mention a specific challenge or news, e.g., expansion/restructuring], [Candidate Initials] is uniquely positioned to bridge your leadership gap and ensure continuity of business goals.

I have attached their redacted profile for your review. Are you available for a brief 5-minute call tomorrow to discuss how this talent can support your immediate objectives?

Best regards,

[Your Name]
[Your Title]