

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Immediate Availability: Interim [Job Title] / [Specific Project] Support

Dear [Hiring Manager Name],

I am writing to express my immediate availability to support [Company Name] as an Interim [Job Title]. With over [Number] years of leadership experience in [Your Industry], I specialize in stepping into critical gaps to ensure operational continuity and team stability during periods of transition.

My core expertise includes:

- [Key Achievement 1: e.g., Rapid turnaround of underperforming departments]
- [Key Achievement 2: e.g., Seamless management of organizational restructuring]
- [Key Achievement 3: e.g., Delivering complex projects within tight deadlines]

I am prepared to hit the ground running with zero ramp-up time. Whether you are navigating a sudden departure, a long-term leave, or a period of rapid growth, I can provide the steady leadership required to maintain momentum and achieve your quarterly objectives.

I am available to start immediately and would welcome the opportunity to discuss how I can add value to your team during this window. I have attached my CV for your review.

Thank you for your time and consideration.

Sincerely,

[Your Name]