

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

[Date]

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

Re: Immediate Availability for Interim CEO Appointment

Dear [Recipient Name],

I am writing to formally introduce myself as an experienced executive leader currently available for immediate placement as an Interim CEO. With a proven track record of navigating complex corporate transitions, I provide the steady leadership and strategic oversight necessary to maintain momentum during periods of change.

Throughout my career, I have specialized in:

- Stabilizing operations during sudden leadership vacancies.
- Executing rapid turnarounds and restructuring initiatives.
- Bridging the gap during permanent executive searches to ensure cultural and operational continuity.
- Mentoring senior management teams to drive performance and achieve KPIs.

I understand the urgency and discretion required when a leadership gap occurs. I am prepared to step into your organization immediately to manage day-to-day operations, reassure stakeholders, and prepare the company for its next phase of growth.

I have attached my professional biography and executive summary for your review. I am available to discuss how my expertise aligns with your current organizational needs via a brief call at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]