

Subject: Immediate Availability: Interim [Insert Job Title] / [Insert Your Name]

Dear [Recipient Name],

I am writing to express my immediate interest and availability for an interim executive leadership role within [Company Name], specifically as an Interim [Insert Target Role].

With [Number] years of experience driving [Insert Primary Skill, e.g., operational efficiency/revenue growth/turnaround strategies], I specialize in providing steady leadership during periods of transition, rapid growth, or unexpected vacancies. My focus is on maintaining organizational momentum and ensuring a seamless bridge to your next permanent appointment.

My core areas of expertise include:

- [Expertise 1: e.g., Crisis Management & Organizational Stability]
- [Expertise 2: e.g., Financial Restructuring & P&L Oversight]
- [Expertise 3: e.g., Strategic Change Management]

In my most recent engagement, I successfully [Insert a 1-sentence achievement, e.g., led a 400-person team through a merger while maintaining 95% retention]. I am prepared to step in immediately to stabilize operations and hit your key performance milestones without the lead time required for a traditional hire.

I have attached my executive biography and resume for your review. I would welcome the opportunity to discuss how I can support [Company Name] during this interim period.

Sincerely,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile URL]