

Subject: Urgent Leadership Support: Interim [Target Role] - Available Immediately

Dear [Recipient Name],

I am writing to you because organizations often face sudden leadership gaps or critical transitions that require immediate, high-level intervention. As a seasoned [Job Title] specializing in rapid deployment, I provide the stability and strategic direction needed to maintain momentum during these periods.

With over [Number] years of experience in [Industry], I am prepared to step into your organization within [Number] hours/days to:

- Maintain operational continuity during executive searches or sudden departures.
- Lead urgent turnaround initiatives or restructuring projects.
- Bridge the gap during mergers, acquisitions, or rapid scaling phases.
- Mentor existing management teams to stabilize internal culture.

In my previous interim role at [Previous Company], I successfully [Briefly mention one major achievement, e.g., stabilized a \$10M budget or integrated two departments] within a 90-day window.

I am available for an introductory call today or tomorrow to discuss how I can support [Company Name] through this transition. My contact details are below.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Link to LinkedIn Profile]