

[Your Name]  
[Your Phone Number]  
[Your Email Address]  
[Link to Portfolio/LinkedIn]

[Date]

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

Subject: Immediate Interim Leadership Support for [Department/Role]

Dear [Manager Name],

I am writing to offer my immediate services as an Interim [Job Title] to help [Company Name] navigate its current transition period. I understand that sudden leadership gaps can disrupt momentum, and I am prepared to step in with 24-hour notice to ensure operational continuity.

With [Number] years of experience in [Industry], I specialize in rapid integration and stabilization. My core focus areas include:

- Maintaining daily operations and team productivity without interruption.
- Managing [Specific Project or Process] during the search for a permanent hire.
- Providing an objective assessment of current workflows to streamline the hand-off to your future permanent lead.

In my previous interim role at [Previous Company], I successfully bridged a [Number]-month gap, resulting in [mention a brief, quantifiable achievement, e.g., a 10% increase in efficiency].

I am available for an introductory call today or tomorrow to discuss how I can hit the ground running and support your team immediately. I have attached my resume for your review.

Sincerely,

[Your Name]