

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

[Date]

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

Subject: Strategic Leadership Inquiry - Remote Executive Search

Dear [Recipient Name],

I am writing to you today as a dedicated admirer of [Company Name]'s recent achievements in [Specific Industry/Field]. Given your organization's commitment to a distributed workforce model, I am reaching out to discuss how my experience in remote executive leadership can support your upcoming strategic goals.

With over [Number] years of experience in [Your Primary Expertise], I have a proven track record of leading high-performing, global teams in a 100% remote environment. My background includes:

- [Key Achievement 1: e.g., Scaling a remote department by X%]
- [Key Achievement 2: e.g., Improving operational efficiency through digital transformation]
- [Key Achievement 3: e.g., Managing multi-million dollar budgets across time zones]

I specialize in building strong organizational cultures and maintaining high accountability without the need for a physical office. As [Company Name] continues to [mention a specific company goal or trend], I am confident that my remote-first leadership philosophy would be a significant asset to your executive team.

I have attached my CV for your review. I would appreciate the opportunity to speak with you or a member of your leadership team regarding any upcoming executive mandates or future confidential searches.

Thank you for your time and consideration.

Sincerely,

[Your Name]